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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
AUGUST 8, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 8, 1994 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mrs. Smith
Ms. Thomas
Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Special Meeting Minutes. Upon a motion by Mrs. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the July 8, 1994 Special Meeting were approved as mailed.

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Approval of Annual Meeting Minutes. Upon a motion by Mrs. Smith, seconded by Mr. Rolston, and unanimously carried, the Minutes of the July 11, 1994 Annual Meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $26,916.21 and General Bills in the amount of $108,118.00 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,415.22 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1994, included were the following:

> Snakes. If you ask any of our younger patrons at Dunbar and St. Albans, they will tell you very enthusiastically about their recent encounter with snakes at the library. Three sessions of the program Snakes Alive were presented at the Dunbar and St. Albans libraries

in mid-July to over 550 children and adults. Ron Cromer from North Carolina presented a lot of interesting information about snakes. He also had approximately a dozen snakes for the program participants to hold and pet. The star of the show was Penelope, a python weighing 200 pounds.

Although our circulation of materials was not as high as last July in most locations business was booming in Clendenin. Clendenin circulated 5,036 items in July; a record for that location. Although there are probably a number of factors contributing to this, one factor was an increase in storytime program attendance due to the addition of an evening storytime for working parents to take advantage of.

Even though it is summer and school is not in session, we did work with students enrolled in special programs. Bridge Elementary Daycare visited Clendenin three times in July. Students from the Third Base program at Cross Lanes Elementary used Cross Lanes. Students in summer school at Andrew Jackson Middle School used both the Cross Lanes and Charleston facilities. The Charleston Childrens Department hosted 37 visits from daycares.

Bridgett Herndon and Mary Taylor of the St. Albans Childrens Department participated in the St. Albans Riverfest on July 2nd. They performed several puppet shows and handed out information about the library as well as library card applications.

Richard Ressmeyer, the new Director of Development, began work on July 18th. He will be spending the first month or so familiarizing himself with the Librarys various departments and branches, meeting with the Board and with representatives of various local foundations. We received notice late last week that the Clay Foundation approved the entire $20,000 we had requested to start-up our Development Office. That brings the total of grant requests approved for this project to $36,000. There is still one request pending which will not be considered until the end of 1994.

A reminder that our annual Regatta Book Sale will be Saturday, August 27 and Sunday, August 28 at the Civic Center.

Report of Committees.

Financial Affairs Committee. Mr. Kauffelt, Chair reported that a meeting of the Financial Affairs Committee was held August 4, 1994 to consider the following:

1. Outstanding Checks. Mr. Kauffelt submitted a list of outstanding checks which should be cancelled, in keeping with the standing recommendations of the Librarys auditors, with the proviso that they may be reissued should a valid claim arise.

Upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library authorize the Kanawha County Board of Education to cancel the following outstanding checks with the proviso that a check may be reissued should a valid claim arise:

OUTSTANDING CHECKS
January 1, 1993 - December 31, 1993

DATE	NAME	CHECK#	AMOUNT
09/14/93	Phillip Graziano	450653	$3.95
11/03/93	American Family Life Assurance	450937	154.00
11/03/93	American General Life Insurance	450938	139.60
11/03/93	Capitol American Life Insurance	450941	448.80
11/03/93	IDS Life Insurance Company	450947	500.00
11/03/93	John Hancock Mutual Life Insurance	450949	8.44
11/03/93	Mountain State Blue Cross Inc.	450951	1,394.80
11/03/93	Teachers Insurance & Annuity Assoc.	450957	1,571.40
11/03/93	Variable Annuity Life Insurance Co.	450958	400.00
11/03/93	WV Teachers Retirement Bd - Loans	450962	2,656.20
11/11/93	Cathy Payne	450996	5.00
11/11/93	Linda Allen	451030	10.95
12/14/93	Angelique Ertl	451145	3.95
12/14/93	Carole Ertl	451177	5.00
12/14/93	Harris Publishing Co.	451221	53.60
			$7,355.69

2. Consideration of carry forward request for FY 1994/95. Mr. Kauffelt gave a brief overview of the items listed below to be carried forward. Upon a motion by Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That certain balances authorized to be spent in FY 1993/94, but not actually spent in that year be carried forward and expended in the 1994/95 fiscal year and the total amount of $317,402 be added to the budget for FY 1994/95, as follows:

LINE ITEM	AMOUNT
Library Materials	$32,900
Reserve-Improved Collection	23,500
Reserve for Capital Expenditures	129,506
Automation Equipment Purchase	20,000
Programs	2,000
Library Supplies	2,000
Furniture and Equipment	3,156
Booksale	3,429
Nitro Library Balance	5,728
Personnel Expenses	30,000
Automation Supplies	675
Office Supplies	825
Vehicle Gas & Oil	927
Building Improvements	62,756
TOTAL	$317,402

3. Budget income adjustment. Mr. Kauffelt gave an overview of a proposal to amend the FY 1994/95 budget to reflect the increase in State funding. Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the additional unbudgeted State grant-in-aid of $86,685 for FY 1994-95 be added to the following budget line items:

Budget Line Item	Amount
Automation Equipment	$30,000
Telephone	36,685
Reserve for Capital Expenditures	20,000

4. Expenditure for 3-M Self-checkout system. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Board of Directors hereby authorizes the expenditure of up to $26,000 from the bequest of Dr. Harry M. Straley for the purchase of a self-checkout system from the 3-M Company if after the six month review period the Director is satisfied with the operation of the equipment; and
>
> FURTHER RESOLVED, That a suitable plaque be mounted adjacent to the system indicating the source of the funding for its purchase.

5. Expenditure to purchase computer hardware. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Board of Directors authorizes the expenditure of up to $15,000 for personal computer hardware.

6. Increase in reimbursement for mileage. After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the reimbursement for mileage be increased to 29.5¢ per mile.

7. City of Marmet. A letter dated July 21, 1994 was received from the City of Marmet was distributed, discussed and is attached to the minutes of this meeting. Following discussion, it was the consensus of the Board of Directors that the Library Director should respond to the City of Marmet by letter and state that while the Library appreciates the kind words about the service the staff are providing at the Marmet Branch Library, the Library owns a building and property in Marmet, and it is in the best interests of the Library not to move the Branch Library to City Hall. This letter should also mention that the Marmet Advisory Board will be conducting a survey of Marmet citizens about their support of the library.

New Business.

1. Proposal for Property Use Request to Kanawha County Board of Education.

A. Cross Lanes. The proposal to facilitate a larger facility for the Cross Lanes Library by means of property exchange, together with a map depicting said expansion plans were distributed, discussed and are attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Rugeley, seconded by Ms. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Kanawha County Board of Directors hereby authorizes the Library Director to submit the proposal to the Kanawha County Board of Education for exchange of property at the Andrew Jackson Middle School site in Cross Lanes.

B. Sissonville. The proposal for a larger facility for the Sissonville Library and for the proposed joint development of a parking area with the Board of Education, together with a map depicting said expansion plans were distributed, discussed and are attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Rugeley, seconded by Ms. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Kanawha County Board of Directors hereby authorizes the Library Director to submit the proposal to the Kanawha County Board of Education regarding joint development and use of a parking lot on the Flinn Elementary School site in Sissonville.

2. Appointment of Standing and Ad Hoc Committees. The list was distributed to all those present.

3. Up coming Library Events.

A. Regatta Book Sale has been scheduled for Saturday August 27 from 9:00 a.m. to 6:00 p.m. and Sunday, August 28 from 1:00 to 5:00 p.m. at the Charleston Civic Center, parlors A, B, C, & D.

B. Staff Development Day has been scheduled for Wednesday, September 14, 1994 at the John XXIII Pastoral Center. An invitation to each Board member has been mailed.

There being no further business, the meeting adjourned.

President

Linda G. Wright
Secretary

PROPOSAL TO THE KANAWHA COUNTY BOARD OF EDUCATION FOR EXCHANGE OF PROPERTY IN CROSS LANES, WEST VIRGINIA

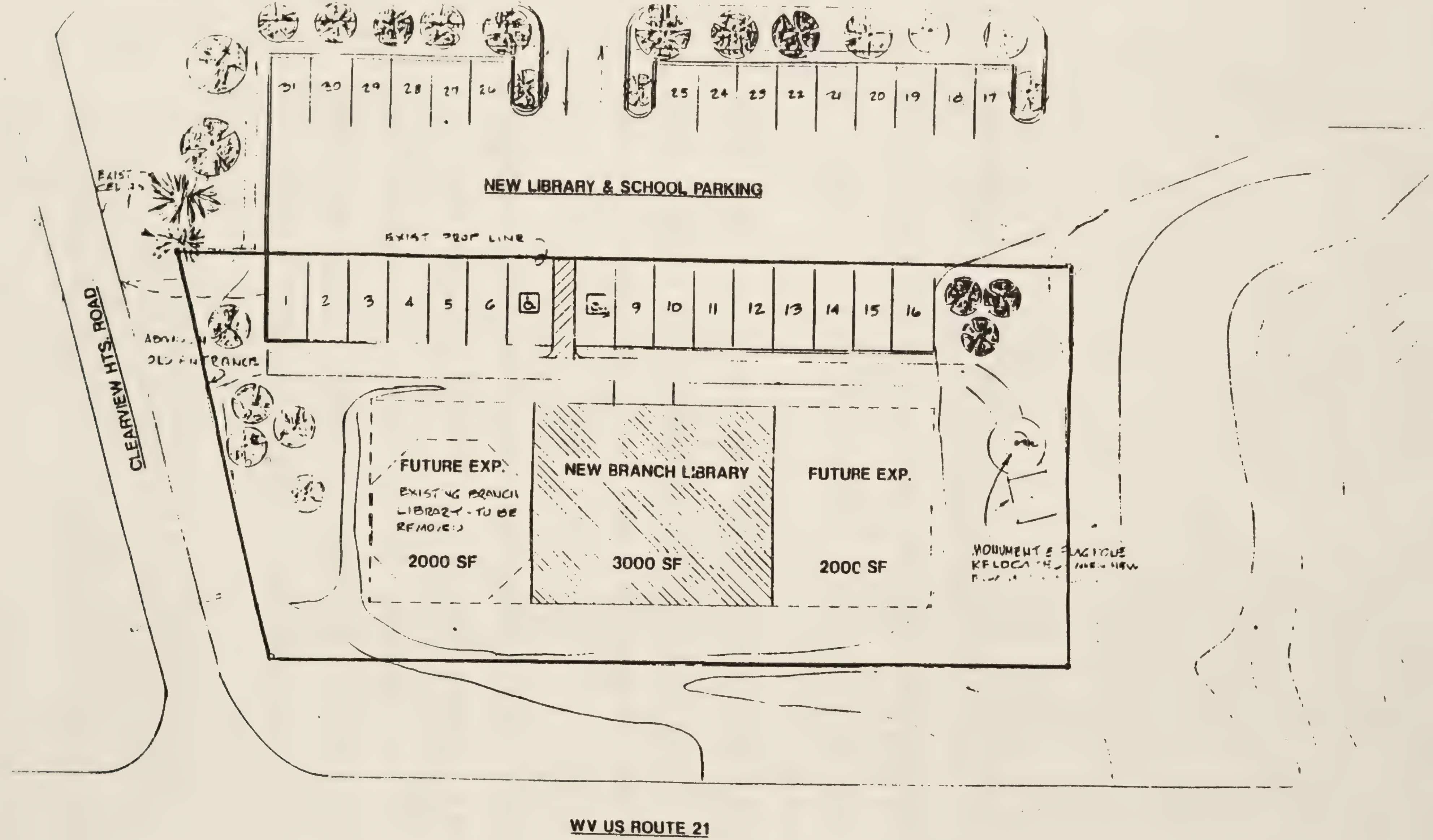
Kanawha County Public Library ("Library") holds title to a parcel of land containing 7,150 square feet fronting on Big Tyler Road, Cross Lanes, West Virginia, as shown outlined in green on the attached plat. A small hexagonal-shaped building is now located on this land and serves as the Cross Lanes Branch Library

The Library proposes that it transfer title to this property (including the building) to the Kanawha County Board of Education in exchange for the title to a parcel of land containing 33,500 square feet now held by the Board of Education which lies between the existing parking lot serving Andrew Jackson Middle School and Big Tyler Road, as shown outlined in red on the attached plat.

This exchange of property would permit the Library to construct a larger building for the Cross Lanes Branch Library. The building would contain an initial area of up to 5,000 square feet with the potential expansion of 2,000 square feet in the future. Approximately twelve parking spaces would be located in front of the building, as shown on the attached plat.

The Library also proposes that Library patrons be allowed to use the parking lot which serves Andrew Jackson Middle School in common with other authorized users when the school is not in session. In consideration of agreement for such use of the parking lot, the Library would agree to pay a fair portion of the cost of resurfacing the parking lot after construction of the new library building is completed. The Library would also be willing to bear the cost of relocating the playground equipment currently on the property to a site selected by the school.

The sign at the school entrance drive on the property to be transferred to the Library would remain under the control of the Board of Education.


CLEARVIEW HTS. ROAD
EXIST CEDARS
ABANDON OLD ENTRANCE
NEW LIBRARY & SCHOOL PARKING
EXIST PROP LINE
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15
16
FUTURE EXP.
EXISTING BRANCH LIBRARY - TO BE REMOVED
2000 SF
NEW BRANCH LIBRARY
3000 SF
FUTURE EXP.
2000 SF
MONUMENT & FLAGPOLE
RELOCATED [illegible] NEW
WV US ROUTE 21

SITE PLAN FOR: PROPOSED NEW BRANCH LIBRARY. SISSONVILLE, WV

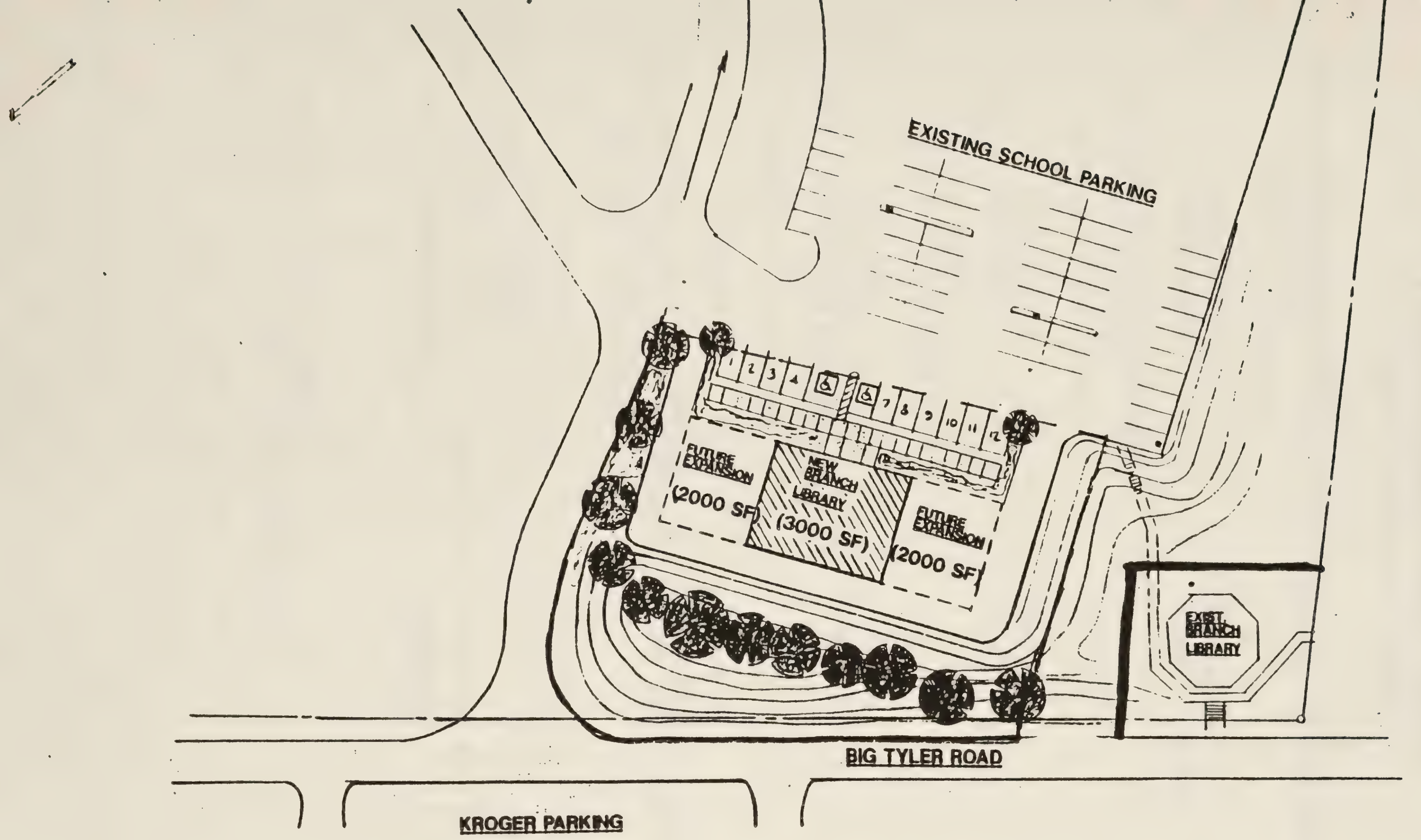
SCALE 1" : 20' 0"

PROPOSAL TO THE KANAWHA COUNTY BOARD OF EDUCATION FOR DEVELOPMENT OF A PARKING LOT WEST OF THE SISSONVILLE BRANCH LIBRARY PROPERTY AND SOUTH OF FLINN ELEMENTARY SCHOOL

Kanawha County Public Library ("Library") hold title to a parcel of land containing 20,000 square feet on US Route 21 is Sissonville, West Virginia as shown outlined in red on the attached plat. The Library proposes to erect a larger building containing up to 5,000 square feet with a potential expansion of 2,000 square feet on this land. However, it is not large enough to provide an adequate number of parking spaces for Library patrons.

The Library proposes that the Kanawha County Board of Education enter into a written agreement with the Library for the development and use of a parking lot west of the Library's property and south of Flinn Elementary School, as shown outlined in green on the attached plat.

In consideration of such an agreement which would permit Library patrons to use the new parking lot in common with other authorized users, the Library would be willing to pay a fair share of the cost of installing the parking lot and access road to it.


EXISTING SCHOOL PARKING
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12
FUTURE EXPANSION
(2000 SF)
NEW BRANCH LIBRARY
(3000 SF)
FUTURE EXPANSION
(2000 SF)
EXIST. BRANCH LIBRARY
BIG TYLER ROAD
KROGER PARKING

SITE PLAN FOR: A PROPOSED NEW BRANCH LIBRARY, CROSS LANES, WV

SCALE 1" = 40'-0"

KANAWHA COUNTY PUBLIC LIBRARY

Standing Committees for 1994/95

Financial Affairs (Budget*, Finance*, Gifts & Bequests*, Special Resources**)

T. D. Kauffelt - Chair
Parker Smith - Assistant Chair

Frederick Bannerot
Virginia Rugeley
Harry Reustle
William J. L. Wallace

Long Range Planning **(Services*)

Virginia Rugeley - Chair
Helen Smith - Assistant Chair

Cookie Glasser
Nelle Chilton
Parker Smith
Doug Walters

Personnel*

Frederick Bannerot - Chair
Terry Fontalbert - Assistant Chair

Cookie Glasser
Lottye Russell
Phyllis Carter
Doug Walters

Public Services (Book Committee*)

Bruce Moss - Chair
Lottye Russell - Assistant Chair

Frances Sloan
Helen Smith
Sandy Thomas

Support Services (Insurance**, Building and Grounds* Automation**)

Terry Fontalbert - Chair
Nelle Chilton - Assistant Chair

T. D. Kauffelt
Darrell Rolston
Frances Sloan

Membership Committee

Nelle Chilton - Chair

Frederick Bannerot
Lottye Russell

**** Committee as set forth in Bylaws.***
**** * Recently active committee but not set forth in Bylaws.***

KANAWHA COUNTY PUBLIC LIBRARY

AD HOC Committees for 1994/95

Capital Funds Committee

Sandy Thomas - Chair
T. D. Kauffelt - Assistant Chair

Bruce Moss
Virginia Rugeley
Parker Smith

Building Committee

Cookie Glasser
Bruce Moss
Darrell Rolston

High Tech Committee

Terry Fontalbert

Bylaws Committee

T. D. Kauffelt
William J. L. Wallace

8/94

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
SEPTEMBER 12, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 1994 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Ms. Chilton
Mrs. Carter
Mr. Fontalbert
Mrs. Glasser
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the August 8, 1994 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $59,359.57 and General Bills in the amount of $96,337.05 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,654.15 duly certified and approved in accordance with the bylaws and on motion of Mrs. Glasser, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1994, included were the following:

> The annual Regatta Booksale was again quite successful. The gross receipts were $12,375. The continued hard work of the Booksale Committee is very much appreciated. The Bookmobile was decorated in a nautical theme by members of the Extension Department and participated in the Grand Feature Parade.
>
> Two in-service training workshops were offered in August. The staff members who had attended a preconference on collection management at the Public Library Association last spring

offered a half day workshop on that topic. Henry Pickens, Security and Safety Officer, conducted a workshop on techniques for handling various types of security situations.

Also in August the book return room behind the Circulation desk on the 1st floor was remodeled as was the small previously existing work room in order to provide a little more work space for the staff members in that Department.

Steve Cristo has been hired as the new head of the Audiovisual Department. Marilyn Henstock, who had been head of the Department, wanted to spend more time on her music activities. Mr. Cristo has an MLS from the University of Kentucky and has a number of years experience in film and video.

Each location offered an "Off to School" program for children entering kindergarten.

St. Albans offered a library camp for children in grades 3 through 6. The children spent 4 hours taking a tour of the library, learning about reference books, viewing a video about library research and gaining hands on experience with the computer catalog. The St. Albans Board generously provided lunch and prizes. The program has had a lot of positive feedback.

Final parties and programs for the children and young adult summer reading programs were held in early August. The most elaborate program was a medieval faire offered at Cross Lanes. Various types of activities were offered throughout the day. An article about this program appeared in Metro West.

The most successful new program we may have ever had that involved young adults was our VolunTEEN program. I have invited the Coordinator of that program, Stephanie Napier-Tyree to come and spend several minutes telling you about this program.

1. VolunTEEN Program - Stephanie Napier-Tyree distributed a statistical report on the VolunTEEN program and shared how this very successful program was developed and implemented system-wide. After discussion and upon a motion by Mrs. Glasser, seconded by Ms. Carter, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library hereby commends the staff and volunTEENs for their active participation in the KCPL 1994 VolunTEEN program and for the many hours of service they donated, and;

FURTHER RESOLVED, That a copy of this resolution be mailed to each teen participant.

Reports of Committees:

1. Long Range Planning Committee - Mrs. Rugeley reported that a meeting of the Long Range Planning Committee was held Tuesday, August 9, 1994 at 6:00 p.m. at the Marmet Women's Club, Marmet, West Virginia. The meeting began with a brief tour of the Marmet Branch Library conducted by Ms. Wallace, Marmet Branch Manager. The Committee along with a number of the newly appointed branch representatives (and guests) met and continued discussion of annual branch contributions and how to make the public more aware both of what our libraries offer and of the cost of maintaining library service county- wide. The next Long

Range Planning Committee meeting is scheduled in St. Albans on Tuesday, September 13, 1994 from 6:00 - 8:00 p.m.

2. Support Services Committee - Mr. Fontalbert reported that a meeting of the Support Services Committee was held on Thursday, September 7, 1994 and the Committee recommended the following resolutions:

A. Planter Walls at Charleston. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to enter into a contract on a "time and materials basis" for an amount not to exceed $10,500 for repairs to the planter walls at the Charleston Library.

B. Payment for Data Circuits. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to spend up to $130,000 ($25,000 of which shall be taken from the Contingency Fund and the balance from the unrestricted fund balance) to reimburse the

Kanawha County Board of Education for its expenditures for data circuits to serve the Library system from 1989 through present.

C. Americans with Disabilities Act. After discussion and upon a motion by Mr. Fontalbert, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to develop a plan with priorities noted to meet the Americans with Disabilities Act.

2. Bylaws Committee. Ms. Wright presented proposed revisions to the Bylaws of the Library which were distributed and discussed. The Board of Directors will further consider these revisions at its next regularly scheduled meeting in October 1994.

Old Business.

1. Staff Development Day - September 14, 1994. The Library Director invited the Board to this upcoming event to be held at the St. John XXIII Pastoral Center, Charleston, West Virginia.

New Business

1. Trustees Meeting. The Library Director reminded the Board of Directors that there will be a Trustee meeting on Saturday, October 22, 1994, at the West Virginia Library Association Conference to be held at Oglebay Park, Wheeling, West Virginia. A letter concerning this event was distributed.

There being no further business, the meeting adjourned.

John Ray
President

Linda J. Wright
Secretary

Kanawha County Public Library 1994 VolunTEEN Program Statistics Report

Location	Number of VolunTEENS	Female	Male	# Training Sessions	# Trained	Total Hours Worked	Most Hours by 1 TEEN	# Worked After July 4th	# Trained Who Did Not Work	# VolunTEENS Who Also Registered for YA Summer Reading
Charleston	30	25	5	1	26	687.5	86.5	24	3	9
Clendenin	25	15	10	3	28	475	41.5	22	3	15
Cross Lanes	19	16	3	2	16	418	47.75	18	0	13
Dunbar	16	11	5	2	16	260.5	27.25	14	0	9
Elk Valley	20	16	4	1	19	463	61.5	15	0	8
Glasgow	4	4	0	2	8	130	55	3	3	4
Marmet	14	8	6	2	14	351.5	63	14	0	10
Nitro	6	6	0	1	3	82	30	5	0	6
St Albans	30	21	9	2	27	513	52.5	18	1	19
Sissonville	12	11	1	2	5	223	33	12	0	10
Systemwide	176	133	43	18	162	3603.5	86.5	145	10	103

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON

OCTOBER 10, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 10, 1994 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Ms. Chilton
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mr. Smith
Ms. Thomas

Also present were Dr. Fred Ranson, Administrative Services Officer, Richard Ressmeyer, Director of Development, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mr. Rolston, and unanimously carried, the Minutes of the September 12, 1994 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $36,730.47 and General Bills in the amount of $87,110.45 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,249.31 duly certified and approved in accordance with the bylaws and on motion of Ms. Chilton, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. In the absence of the Library Director, Dr. Ranson gave an oral report on the activities of the Library for the month of September 1994, included were the following:

> Installation of the computer network upgrade has begun. Almost all the wiring was completed during September.

The electronic mail software was installed on the computer system in September. Staff members were requested to work through the online tutorial prior to the formal training which is tentatively scheduled for sometime in November.

Staff Development Day was held September 14 and was quite successful. The evaluations were very positive.

KCPL was represented at the Family Fan Fair at the new Switzer Center at Orchard Manor. The bookmobile as well as staff members from Children's Services gave out information about the library.

Most locations had displays highlighting Banned Books Week.

Most location set up information tables for all or part of a day at off-site locations to promote library card sign up month. For example Ethel Lindberg of the Cross Lanes Library promoted the library's home improvement materials at the Lowe's store in Cross Lanes. Traletta Wallace and Pat Howell, Marmet staff members, set up a table at the first parent and teacher conference at Marmet Elementary. Sissonville staff distributed information at the open houses held at the Sissonville Middle School and Sissonville and Bonham Elementary schools.

An intensive weeding project was begun in September and will last until mid December. Although weeding is an ongoing process this project will focus additional time and energy to make more of a dent in the accumulated backlog we have not been able to get through.

Report of Committees.

1. Long Range Planning Committee. Mrs. Rugeley, Chair reported that the Committee had hoped to bring to the Board a proposed resolution concerning branch contributions. She explained that further adjustments, information and discussion is needed at the Committee level concerning this matter.

2. Capital Funds Committee. Ms. Thomas, Chair submitted the attached proposed Articles of Incorporation of The Library Foundation of Kanawha County, Inc. After discussion and upon a motion by Ms. Thomas, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, There shall be established THE LIBRARY FOUNDATION OF KANAWHA COUNTY, INC., a corporation not for profit in perpetuity described in sections 501(c)(3) and 509 (a)(3)(A) of the Internal Revenue Code of 1986, as amended, with a fiscal year ending June 30 each year, upon the annexed Articles of Incorporation
>
> The annual meeting of the members of the corporation shall be held, or other action taken, during the month of July each year, and the annual meeting of the Board of Directors shall be held immediately following the annual meeting of the members.

3. Bylaws Committee. Mr. Kauffelt, Chair asked that his report be postponed until the next regularly scheduled meeting. So moved.

4. Support Services Committee. Ms. Chilton, Chair reported that a meeting was held to discuss the ownership of property adjacent to the Elk Valley Branch Library. After discussion and upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to ascertain the ownership of the property adjacent to the northern boundary of the Elk Valley Library and to obtain an appraisal of the market value of said property, and;
>
> FURTHER RESOLVED, That they report their findings to the Support Services Committee prior to the November 14, 1994 meeting of the Board of Directors.

Ms. Chilton stated that the Support Services Committee was also working on a remedy to upgrade the doors at the St. Albans Branch Library to better accommodate the handicapped and meet all ADA requirements.

Old Business.

1. A request was made for an update as to the proposal from the Library Board of Directors to the Kanawha County Board of Education concerning property exchanges at Cross Lanes and Sissonville. Dr. Ranson reported that as of this date Board of Education staff members have communicated an interest in the proposed plan and hopefully a meeting with all parties concerned will be scheduled in the very near future.

New Business.

1. Imagination Celebration. Reminder that this event is scheduled for October 28, 1994 at the Cultural Center.

2. Point of Information. Mr. Ressmeyer reported that a press conference was held to announce a donation that was received from a library patron in Cross Lanes for $3,000. The donor stipulated that this gift go towards Project X (Cross Lanes expansion program).

3. Letter of Appreciation to Mr. William H. Scharf, Esq. After discussion and upon a motion by Mr. Moss, seconded by Dr. Bannerot, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director is hereby authorized to send a letter of appreciation to Mr. William H. Scharf, Esq. for his outstanding contributions relating to the establishment of the Library Foundation of Kanawha County, Inc.

There being no further business, the meeting adjourned.

President

Linda W. Wright
Secretary

ARTICLES OF INCORPORATION

OF

THE LIBRARY FOUNDATION OF KANAWHA COUNTY, INC.

The undersigned, acting as incorporator of a nonprofit corporation under Section 27, Article 1, Chapter 31 of the Code of West Virginia, as amended, adopts the following Articles of Incorporation for such corporation:

I. NAME

The name of the corporation is **The Library Foundation of Kanawha County, Inc.**, (hereinafter "the corporation").

II. DURATION

The existence of the corporation shall be perpetual.

III. PURPOSE

The corporation shall be a nonprofit corporation under West Virginia Code Section 136, Article 1, Chapter 31, et seq., of the Code of West Virginia.

1. The corporation shall be organized and shall be operated exclusively for charitable, scientific, literary and educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the corresponding provisions of any similar law subsequently enacted (hereinafter the "Code"), by supporting, operating for the benefit of, performing the functions of, or carrying out the purposes of **THE KANAWHA COUNTY PUBLIC LIBRARY**, a public body corporate created by act of the Legislature of the State of West Virginia, on March 6, 1957, and a "specified organization" within the meaning of section 509(a)(3)(A) of the Code. In pursuance of these purposes, the corporation shall have all the powers set out in Section 8, Article 1, Chapter 31 of the Code of West Virginia, as amended, or any successor law of like import, and shall specifically have the power to solicit and receive gifts, grants, contributions, devises and bequests, and property of any kind, without limitation as to amount or value, and to hold, invest, reinvest, administer, donate and distribute the income or principal thereof to or for the

benefit of The Kanawha County Public Library, all subject to the limitations set out in these Articles of Incorporation.

2. The corporation shall have the authority to receive and accept any contribution, gift, grant, devise or bequest made exclusively and solely for the purposes stated herein, subject to limitation or restriction as to use, investment or distribution of the principal or income therefrom, so long as the same may not be used for any purpose inconsistent with the purposes of the corporation as stated herein, and to hold any contribution, gift, etc. as a separate fund, under any name or designation, either for the general purposes of this corporation or subject to any such limitation or restriction; provided, however, that when and if, in the sole judgement and discretion of the Board of Directors of the corporation, the limitation or restriction imposed with respect to any such contribution, gift, etc., or such fund, shall no longer be desirable or beneficial, or capable of accomplishment, or shall be or become in any way incompatible with any purpose for which the corporation is organized, the Board of Directors may by vote of four-fifths of the members thereof at the time of such determination, remove or amend any such limitation or restriction, and may provide that such contribution, gift, etc., or such fund, be held and administered henceforth without being subject to such limitation and restriction imposed with respect thereto, or subject only to a part thereof; and when the Board of Directors of the corporation shall in its sole discretion determine that any separate fund held by the corporation is of such size or amount that it is impractical to hold the same as a separate fund, the Board of Directors may, by vote of four-fifths of the members thereof at the time of such determination, terminate the existence of such separate fund and transfer the assets thereof to any other separate fund of the corporation, or to the general fund or funds of the corporation. The maker of any contribution, gift, etc. to the corporation, subject to any such limitation or restriction, shall be conclusively deemed to have assented to and accepted, and any contribution, gift, etc. shall be conclusively deemed to have been made subject to, this provision granting and reserving to the Board of Directors the right and power to remove or amend any such limitation or restriction and to terminate the existence of any such separate fund, and such maker shall be conclusively deemed to have agreed to and accepted the provisions of these Articles of Incorporation and the bylaws adopted by the corporation, both as the same may exist at the time of such contribution, gift, etc., and as the same may thereafter be amended.

IV. LIMITATIONS

The corporation shall conduct its activities and seek such sources of support as will enable it to qualify as an organization which is not a private foundation as defined in section 509 of the Code. However, for any period during which the corporation may be a private foundation, the corporation shall be subject to the following restrictions and prohibitions:

(a) The corporation shall make distributions for each taxable year at such time and in such manner as not to become subject to the tax imposed on undistributed income by section 4942 of the Code;

(b) The corporation shall not engage in any act of self-dealing as defined in section 4941(d) of the Code;

(c) The corporation shall not retain any excess business holdings which will subject it to tax under section 4943 of the Code;

(d) The corporation shall not make any investments in a manner such as to subject it to tax under section 4944 of the Code;

(e) The corporation shall not make any taxable expenditure as defined in section 4945(d) of the Code.

V. OFFICE

The principal office of the corporation shall be located in Charleston, West Virginia, and its mailing address shall be 123 Capitol Street, Charleston, West Virginia 25301. The person to whom notice of process may be sent shall be Linda G. Wright, 123 Capitol Street, Charleston, West Virginia 25301.

VI. MEMBERS

There shall be one Voting Member, which shall be The Kanawha County Public Library, a body corporate. The Voting Member shall have the sole right to vote at any meeting of the members of the corporation and shall have exclusively all rights granted to members of non-profit corporations by the laws of the State of West Virginia. The corporation may also have Nonvoting Members, in the manner determined in the bylaws.

VII. DIRECTORS

The bylaws of the corporation shall initially be adopted by the Board of Directors. The business of the corporation shall be managed by the Board of Directors, which shall constitute the governing body of the corporation. The number of directors constituting the initial Board of Directors is seven (7) and the names and addresses of the persons who are to serve as directors either ex officio, or until the first annual meeting of the members or until their successors are elected and qualified, are as follows:

Linda G. Wright, Library Director, 123 Capitol Street, Charleston, West Virginia 25301, *ex officio*
John L. Ray, President of the Kanawha County Public Library, 123 Capitol Street, Charleston, West Virginia 25301, *ex officio*
Martha G. Wehrle, 1440 Louden Heights Road, Charleston, West Virginia 25314
William Maxwell Davis, 145 Abney Circle South, Charleston, West Virginia 25314
Charles W. Loeb, Jr., 63 Abney Circle, Charleston, West Virginia 25314
Virginia L. Rugeley, 123 Capitol Street, Charleston, West Virginia 25301
Nelle Chilton, 123 Capitol Street, Charleston, West Virginia 25301

VIII. CAPITAL STOCK

The corporation is not organized for profit and shall have no capital stock.

IX. REGULATION OF INTERNAL AFFAIRS

Provisions for the regulation of the internal affairs of the corporation are:

(a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its board members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereinabove.

(b) No substantial part of the activities of the corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of or in opposition to any candidate for public office.

(c) Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any activity not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Code, or by an organization contributions to which are deductible under section 170 of the Code.

X. INCORPORATOR

The incorporator is William H. Scharf, 1210 One Valley Square, Charleston, West Virginia 25301-1685.

XI. DISSOLUTION

In the event the activities of the corporation in pursuance of the objects and purposes set out hereinabove are discontinued, or upon the dissolution of the corporation, all property of the corporation with the proceeds of liquidation thereof shall be distributed to or for the benefit of The Kanawha County Public Library, or any successor thereto, provided that The Kanawha County Public Library, or its successor, shall at all times be operated and qualified as an organization described in section 501(c)(3) of the Code. If The Kanawha County Public Library shall cease to exist and there shall be no such successor, such property or proceeds of liquidation shall be distributed to The Greater Kanawha Valley Foundation, a community trust of Charleston, West Virginia, to be distributed, in the discretion of the Foundation, for such educational purposes as the Board of Directors of that Foundation may deem appropriate in accordance with the provisions of the Foundation Declaration of Trust and keeping in mind, to the extent practicable, the purposes for which such funds or property were given to the corporation; and no part of such property or proceeds of liquidation shall be distributed to any private individual.

I, THE UNDERSIGNED, for the purpose of forming a nonprofit corporation under the laws of the State of West Virginia, do make and file these Articles of Incorporation, and have accordingly hereunto set my hand this _____ day of October, 1994.

William H. Scharf,
Incorporator

STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

I, Catherine L. Brock, a Notary Public in and for the County and State aforesaid, hereby certify that William H. Scharf, whose name is signed to the foregoing Articles of Incorporation, this day personally appeared before me in my said County and acknowledged his signature to be the same.

Given under my hand and official seal this ______ day of October, 1994.

My commission expires September 28, 2004.

Notary Public

Articles of Incorporation prepared by:

William H. Scharf, Esquire
PAYNE, LOEB & RAY
1210 One Valley Square
Charleston, West Virginia 25301

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON

NOVEMBER 14, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 1994 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Ms. Carter
Ms. Chilton
Mr. Fontalbert
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Russell
Mrs. Sloan
Mr. Smith

Also present were Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the October 10, 1994 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bannerot, and unanimously carried, the payment of Book Bills in the amount of $82,241.17 and General Bills in the amount of $307,703.03 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $155.95 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bannerot, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of October 1994, included were the following:

> We had a very successful Imagination Celebration program on October 29th at the Cultural Center. Approximately 380 adults and children attended this program featuring storytellers Peanut Butter and Jelly, who gave an excellent program. During the program the 13 winners of the annual Write for Fright contest were introduced and read their winning entries. WOWK-TV, our co-sponsor for this event, featured the Write for Fright winners on the 5:00 news segment on Halloween. Cindy Miller, Public Relations Officer, and the many staff members who decorated the stage and served as greeters and

ushers are to be commended for all their hard work.

The Charleston Library was the site for three noontime discussion programs entitled "Beyond the Melting Pot". We had a good attendance for the series which was done in conjunction with a conference held in November at the University of Charleston and a new initiative from the National Endowment for the Humanities. Yvonne Farley of the Reference Department coordinated this discussion series.

A very well received Sunday program on Appalachian Music was held at the Charleston Library and was coordinated by Willard Reynolds of the Extension Department. Willard also presented a program of Appalachian ghost tales and music to the 4th and 5th grade students at Bridge Elementary. The young adult group at the Elk Valley Branch presented a very successful Halloween program attended by 39 children. These young people met a number of times to prepare games and decorations for the program. Over 80 people attended an evening of ghost tales at Clendenin. Young adults volunteered to decorate for this event and several Clendenin Branch members and community members as well as library staff told stories. Clendenin had a total of 248 children and adults attending library programs in October.

The Library was an exhibitor at the Chamber of Commerce's Cavalcade of Trade event. Our booth was again sponsored this year by Pepsi. A number of staff members were involved in staffing the booth over the 2 1/2 days of this event.

A dozen staff members attended the West Virginia Library Association Conference. Karen Arnett, Automation Manager, presented a session on tips for increasing your productivity by using a personal computer. Other KCPL training activities included a session on entering paperbacks into the database conducted by Sylvia Grandal, Head of

Technical Services, and a workshop on children's programming resources conducted by Terri McDougal, Head of Children's Services and Patty Bergeron, Branch Programmer.

The circulation area at the Dunbar Branch has undergone considerable changes this past month. Worn out carpet was removed and replaced by tile. A new circulation desk that had been designed by Branch Librarian, Linda Miller, and built locally was installed. The need for a more functional desk had been identified as a need in the management audit. Linda did a great job designing the desk and by having it made locally we saved considerable dollars.

I attended the Southeast Library Association conference in Charlotte NC October 27-29. I was elected Vice Chair/Chair elect of the Public Library Section.

Report of Committees.

1. Bylaws Committee. Mr. Kauffelt, Chair submitted the revised Bylaws for consideration. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby adopts the revised Bylaws (Article I through X) submitted to the Board at this meeting.

A copy of the revised Bylaws are attached to the minutes of this meeting.

2. Capital Funds Committee. Mr. Ray discussed the recent article that appeared in the Sunday Gazette Mail concerning the proposed Center for the Arts complex. This project is still in the preliminary stages and the Library has given information concerning its space needs to the consultants that were hired by the Steering Committee of the proposed Center for the Arts.

Mr. Ray also informed the Board that the Committee is waiting to hear from the Board of Education concerning our property exchange proposals for the Sissonville and Cross Lanes Branch Libraries. The next step in the proecess will be to hire an architect to design the buildings at these branches.

3. Personnel Committee. Dr. Bannerot reported that the Committee met and discussed the Summary of Turnover Report and the Personnel Manager gave an update on the progress to date of the Management Audit.

4. Building Committee. The first meeting of the Building Committee was held to discuss the expansion plans

of the Library and specifically the Cross Lanes and Sissonville Branch Libraries. Proposals have been received from architectural firms and were discussed. At the next scheduled meeting a short list of firms will be determined and those firms will subsequently be interviewed.

5. Support Services Committee. Mr. Fontalbert reported that the Committee met to discuss:

A. Property for parking lot at Elk Valley Library. Property ownership is currently under investigation and this item was placed on hold by the Committee until a title search is completed and the property is appraised.

B. Automatic Doors at the St. Albans Library. The doors have been installed and are operational. This was accomplished to be in compliance with Americans with Disabilities Act.

6. Long Range Planning Committee. Ms. Chilton reported that the Long Range Planning Committee met to consider the following:

A. Branch Contribution Plan. This plan was distributed, discussed, and is hereby attached to the minutes of this meeting. After discussion, and upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby adopts the Branch Contribution Plan (see attached); and
>
> FURTHER RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to inform all parties involved in writing to ensure implementation of the Branch Contribution Plan with the fiscal year beginning July 1, 1995, and annually hereafter; and
>
> FURTHER RESOLVED, That at the end of the three year trial period the Long Range Planning Committee will review and evaluate the plan, make any necessary adjustments, and present the Board of Directors with a final recommendation.

B. Marmet Branch Contributions. The City Council at Marmet has offered to pay $3,750 for branch contributions for fiscal year 94/95. A Library survey was recently conducted by the Marmet Library Advisory Board. The community responded by favorably supporting the library. After discussion and upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek payment from the Town of Marmet for Branch Contributions for fiscal year 94/95 in the amount of $4,000

New Business.

1. Meeting of the West Virginia Library Commission December 13, 1994, Putnam County Library, 10:00 - 12:00. The Library Director reported an invitation had been received for the Board to attend this meeting, which is one of five being held around the State.

The Agenda will be:

A. Discussion of stable methods of funding of public libraries.

B. Equalization of State Grant-In-Aid. The Commission would like to ask for a basic grant of $5.00 per capita and an additional amount for the poorer libraries in the State.

C. Cooperation between public libraries and other types of libraries.

D. Comments to the Commission.

2. Time Capsule. The Library Director read a letter recently received from Patrick H. Brown, II of the City of Charleston Bicentennial Commission requesting the Library to furnish items for a time capsule to be buried in the new Haddad Riverfront Park

3. Branch Christmas Open House Schedule. This schedule was distributed.

There being no further business, the meeting adjourned.

John
President

Linda T. Wright
Secretary

PROPOSED BRANCH CONTRIBUTION PLAN

The Long Range Planning Committee recommends that the following branch contribution plan be put into practice on July 1, 1995 for a three year trial period. At the end of the trial period the Long Range Planning Committee will review and evaluate the plan, make any necessary adjustments, and come back to the Board of Directors of the Kanawha County Public Library system with a final recommendation.

I. Incorporated communities of more than 5,000 people:

If a branch library exists in a community with a population of more than 5,000, the annual contribution requested from the community by the Kanawha County Public Library system will be determined by applying the Municipal Formula (i.e., "the Charleston Formula") to the community's property valuations.

II. Incorporated communities of less than 5,000 people:

If a branch library exists in a community with a population of less than 5,000, the annual contribution requested from the community by Kanawha County Public Library system will be the smaller of the two amounts determined either: 1) by applying the Municipal Formula to the community's property valuations, or 2) by calculating three percent of the direct operating costs. Incremental raises to the optimum level of seven percent of direct operating cost will be made according to Schedule A, and are contingent upon KCPL support systems being in place to provide branches technical assistance with fund-raising.

III. Unincorporated communities:

If a branch library exists in an unincorporated community, the annual contribution requested by Kanawha County Public Library system will be a minimum of three percent of direct operating costs for that branch, to be raised incrementally according to Schedule A. Incremental raises to the optimum level of seven percent of direct operating costs are contingent upon KCPL support systems being in place to provide branches technical assistance with fund-raising.

Schedule A

The minimum of three percent of direct operating cost will be requested in the fiscal year of July 1, 1995 - June 30, 1996. For succeeding fiscal years the contribution requested will be raised by one half percent per year, until the optimum of seven percent of direct operating cost is achieved. After reaching five percent of direct operating cost, the value of KCPL prior approved in-kind services may be counted toward the optimum of seven percent.

IV. Response to Nonpayment:

In the event a branch library is unwilling or unable to pay its requested contribution, Kanawha County Public Library system will make every effort to work with that branch to enhance its fund-raising capabilities. If, after a reasonable amount of time, during which the branch community has made a concerted effort to activate volunteer supporters, it is still unable to pay, Kanawha County Public Library system will re-evaluate the situation. The patrons, volunteer supporters, and advisory board members will be included in the re-evaluation process.

Any decision to reduce hours or services, or to close or consolidate branch facilities, will be made by the Library Director and the Board of Directors of the Kanawha County Public Library system after discussion with the patrons, volunteer supporters, and advisory board of the affected branch (or branches).

BYLAWS
OF
KANAWHA COUNTY PUBLIC LIBRARY

ARTICLE I

BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of eighteen directors, who shall serve without compensation, and who are hereinafter referred to as the "Library Board." Before the first day of July, one thousand nine hundred fifty-seven, the Board of Education of the County of Kanawha shall appoint the members of the said board of directors, appointing three persons for one year, three persons for two years, three persons for three years, three persons for four years, three persons for five years, and three persons for six years, respectively, the term of office commencing July first, on thousand nine hundred fifty-seven. Their respective successors shall be appointed for a term of six years each, except that any person appointed to fill a vacancy occurring before the expiration of the term vacated shall serve only for the unexpired term. A member of the Library Board shall be eligible for reappointment.

Section 2.

Unless the best interests of the library will be served thereby, not more than ten members of the Library Board shall be persons who reside within the City of Charleston.

Section 3.

The Library Board shall submit to the Board of Education of the County of Kanawha not later than the 20th day of April in each year the names of three persons whom the Library Board nominates for appointment to the Library Board for the term beginning the next July first; and shall from time to time submit the names of nominees for appointment to fill vacancies on the Library Board.

Section 4.

The Board of Education of the County of Kanawha may remove any member of the Library Board for cause which it deems sufficient.

ARTICLE II

MEETINGS OF THE LIBRARY BOARD

Section 1. Regular Meetings

The Library Board shall hold its regular meetings at the library at 4:00 p.m. on the second Monday of each month or at such other time and/or place as the Library may fix therefore, except that the July meeting shall be held on the first Friday in July.

Section 2. Annual Meeting

The annual meeting of the Library Board shall be held on the first Friday in July for the election of officers and for other business.

Section 3. Special Meetings

Special meetings may be called by the Secretary at the direction of the President, or upon the request of two members; and at least one day's notice thereof shall be given by telephone or by mail.

Section 4. Quorum

A quorum shall consist of any four members at any meeting of the Library Board.

ARTICLE III

OFFICERS: THEIR ELECTION AND DUTIES

Section 1.

The officers of the Library Board shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer, and an Assistant Secretary and an Assistant Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Library Director may be Secretary and/or Treasurer, and the Administrative Services Officer may be Assistant Secretary and/or Assistant Treasurer.

Section 2.

The President shall preside at all meetings of the Library Board at which he/she is present; shall have general oversight over the Library, in accordance with the policies of the Library Board; shall have authority to sign checks, drafts, contracts and other instruments, to acknowledge instruments for recordation and to affix the seal of the library thereto when required; and shall exercise the usual functions of such office. He/She shall appoint all committees, and their chairpersons, unless otherwise specially provided by the Library Board. He/She shall be an ex officio member of all committees and may be the chairman of any committee.

Section 3.

A Vice-President shall perform the duties of the President in his/her absence or inability to act.

Section 4.

Should the President and Vice-Presidents be absent from any meeting of the Library Board, the members present shall select a chairperson who shall preside thereat.

Section 5.

The Secretary shall keep the minutes of meetings of the Library Board, the minutes of the committee meetings, when requested, and all official records of the Library Board; and shall keep the seal of the library and affix it to all documents requiring it.

Section 6.

The Treasurer shall keep a record of money received and paid out; shall keep all financial records of the special library funds and income received by the Library Board from sources other than taxation; shall have charge of all such funds; and shall make financial statements to the Library Board when and as requested.

Section 7.

A vacancy in office shall be filled for the unexpired term by the Library Board.

ARTICLE IV

COMMITTEES

Section 1.

As soon as convenient after the annual meeting of the Library Board, the President shall appoint from the Library Board the following standing committees:

Financial Affairs Committee
Long Range Planning Committee
Membership Committee
Personnel Committee
Public Services Committee
Support Services Committee

and such special committees as the President shall determine. The President may appoint members of the Board of Directors or persons who are not members of the Board to standing and special committees. Members of standing and special committees shall serve at the will and pleasure of the President. Each of the aforesaid standing committees shall consist of at least four members.

Section 2. Financial Affairs Committee

The Financial Affairs Committee shall consider the annual proposed budget of income and expenditures and submit it to the Library Board; it shall oversee the special library funds and income received from sources other than taxation; shall encourage and pursue gifts, bequests and endowments.

Section 3. Long Range Planning Committee

The Long Range Planning Committee shall be responsible for overseeing the gathering of information and the periodic preparation of a long range plan and making recommendations to the Library Board with regard to the plan and future needs of the library system.

Section 4. Membership Committee

The Membership Committee shall be responsible for recommending to the Library Board for its consideration prospective candidates for the Library Board.

Section 5. Personnel Committee

The Personnel Committee will review the proposed annual budget as relates to personnel expenditures before it is considered by the Financial Affairs Committee; it shall approve all personnel policies; and it will make recommendations to the Board on the selection, employment and dismissal of the Library Director, Administrative Services Officer and Personnel Manager. At the request of the Library Director the Personnel Committee may assist and/or advise on the selection, employment and dismissal of other library staff members.

Section 6. Public Services Committee

The Public Services Committee will review proposals for changes in hours of service and changes in location of or extent of services being provided and submit recommendations to the Library Board. The Committee will also periodically review polices that affect the delivery of service such as the Materials Selection Policy, the Code of Patron Behavior, etc. and make recommendations to the Library Board as necessary.

Section 7. Support Services Committee

The Support Services Committee shall oversee the library system's buildings and grounds, equipment, vehicles, automation system and insurance on same and make recommendations to the Library Board regarding the same.

ARTICLE V

DIRECTOR, ASSISTANT-LIBRARIANS AND EMPLOYEES

Section 1.

The Library Board shall select a Director to serve, during the pleasure of the Library Board, at a salary to be fixed by the Library Board.

Section 2.

The Director shall have the management and control of the library under the rules, regulations and directions of the Library Board, and shall be responsible for the care and safekeeping of all the library property. The Director shall make a written report at each regular meeting of the Library Board, telling of the activities of the library during the previous month. This shall be filed and preserved as a permanent record. The Director shall prepare an annual written report showing fully the operations of the library, which report shall be filed as a part of the minutes of each annual meeting of the Library Board.

ARTICLE VI

EXPENDITURES

Section 1.

The Library Director shall verify and order all bills to be paid and payroll to be met in a timely manner provided that all such payments are authorized expenditures under the current budget approved by the Library Board.

Section 2.

A record of all bills ordered to be paid by the Library Director shall be presented to the Library Board for its inspection and review at each regular monthly meeting, after which all bills so presented shall be transmitted by the Library Director to the proper department of the Kanawha County Board of Education for payment, unless the Library Board directs otherwise.

ARTICLE VII

MAIN LIBRARY, LIBRARY EXTENSION AND BRANCH LIBRARIES

Section 1.

The Library Board shall maintain a main library building in the City of Charleston, West Virginia.

Section 2.

The Library Board may provide for the extension of library service to the other communities of Kanawha County by branch libraries, bookmobile or otherwise.

ARTICLE VIII

HOURS AND RULES

Section 1.

The Library Board shall fix the hours during which the main library and the branch libraries shall be open.

Section 2.

The Library Board shall have the power to establish rules and regulations for the government of the library, and the care and preservation of the library property.

ARTICLE IX

ORDER OF BUSINESS

Section 1.

The order of business at the regular meetings of the Library Board shall be:

1. Approval of minutes
2. Approval of bills
3. Report of Director
4. Report of Committees
5. Old business
6. New business

ARTICLE X

AMENDMENTS

Section 1.

These bylaws may be amended by vote of a majority of the whole Library Board in regular meeting assembled.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
DECEMBER 12, 1994

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 12, 1994 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith
Dr. Wallace
Mr. Walters

Also present were Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director read resignation letters recently received from Rev. Dr. Bannerot, and Mrs. Helen Smith to the Board of Directors, which are attached to the minutes of this meeting. Upon a motion by Mr. Smith, seconded by Mrs. Glasser, and unanimously carried the resignations were accepted with regret and the following resolutions were adopted:

KANAWHA COUNTY PUBLIC LIBRARY
RESOLUTION

WHEREAS, Mrs. Helen Smith has served Kanawha County Public Library with ability and steadfastness of purpose since January 9, 1973; and

WHEREAS, Mrs. Smith has furthered the aims and purposes of this institution by her capable service as a member of this Board including services as President and as a member of numerous committees of this Board

THEREFORE BE IT RESOLVED, That the resignation of Mrs. Smith be accepted with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be presented to our friend and colleague.

KANAWHA COUNTY PUBLIC LIBRARY
RESOLUTION

WHEREAS, The Reverend Dr. Frederick G. Bannerot has served Kanawha County Public Library with ability and steadfastness of purpose since September 6, 1978; and

WHEREAS, The Reverend Dr. Bannerot has furthered the aims and purposes of this institution by his capable service as a member of this Board including services as 1st Vice President and as a member of numerous committees of this Board.

THEREFORE BE IT RESOLVED, That the resignation of The Reverend Dr. Bannerot be accepted with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be presented to our friend and colleague.

The Board of Directors plan to honor Mrs. Smith and Reverend Dr. Bannerot at a reception to be held at a later date.

Approval of Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mr. Moss, and unanimously carried, the Minutes of the November 14, 1994 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $42,423.71 and General Bills in the amount of $36,919.23 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,427.83 duly certified and approved in accordance with the bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of November 1994, included were the following:

> Several training sessions were offered for staff members during the month. Henry Pickens, Head of Safety & Security, offered two sessions of a workshop on security issues. One session was videotaped for use by staff members whose work schedules did not permit them to attend. Yvonne Farley of the Reference Department offered the last of her six workshops for this year aimed at developing basic reference skills in a variety of subject areas. Karen Arnett, Automation Manager, offered a session on the new electronic mail software. The staff have responded very enthusiastically to this new technology. In addition a number of staff members have been working their way through a self paced introduction to the Word for Windows software with Karen acting as coach.
>
> The Audiovisual Department has undertaken a much needed project of reviewing all the videos in the collection for wear. They have reviewed well over 1,000 videos and hope to have the remainder of the collection done by June. This process has already resulted in replacement videos being purchased for those found to be in poor condition.
>
> Craft programs were popular in November. The most successful program was on calligraphy and was held at Dunbar with the assistance of the Calligraphers Guild. Craft programs were also offered in Glasgow, Marmet and St. Albans.
>
> A set of automatic doors has been installed at St. Albans to meet ADA requirements. The doors have received very positive comments from senior citizens and mothers with strollers as well as patrons trying to return an armload of books.
>
> A number of staff members took advantage of the opportunity to have short, individual meetings with a representative from the State Retirement system.
>
> Susanna Holstein, Clendenin Branch Manager, has been promoted to the Assistant Head of Charleston Children's Services Department. Tammy Parker has been hired as the new Clendenin Branch

Manager. Tammy has an undergraduate degree in elementary education and work experience teaching preschool children and is a native of Clendenin.

Karen Arnett and I made a presentation to the Elk Valley Board at their November meeting about the computer network upgrade. Work continues on this project with the installation of cables at Elk Valley and St. Albans during November.

Report of Committees.

1. Personnel Committee. Dr. Bannerot reported that the Committee met to review current staff salaries and to discuss the upcoming workshops sponsored by the Public Library Association to be held in March 1995. After discussion and upon a motion by Dr. Bannerot, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That four staff members be authorized to attend the Public Library Association workshops in Chicago IL on March 23-25, 1995 and the expenses be paid in an aggregate amount not to exceed $3,000.

2. Building Committee. Mr. Moss reported that two meetings of the Building Committee have been held to discuss the expansion plans of the Library and specifically the Cross Lanes and Sissonville Branch Libraries and to review responses to the Library's request for architectural services. A short list of three architectural firms was

formulated, and those firms will be interviewed on Wednesday, December 21, 1994.

3. Public Services Committee. Mr. Moss reported that the Public Services Committee met to discuss the revision of the Inclement Weather Policy for the Kanawha County Public Library system. After discussion and upon a motion by Mr. Moss, seconded by Mrs. Glasser, and unanimously carried, the Board of Directors resolved to adopt the Inclement Weather Policy, a copy of which is attached to the minutes of this meeting.

4. Long Range Planning Committee. Mrs. Rugeley reported that the Long Range Planning Committee met to formulate the Guidelines for Considering Requests for Establishing and/or Expanding Service via Branch Libraries in Kanawha County.

5. Support Services Committee. Mr. Rolston reported that the Committee met to discuss:

A. Property for parking lot at Elk Valley Library. A title search is almost complete and the property has been appraised. After discussion and upon a motion by Mr. Rolston, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to take appropriate measures, including direct negotiations with Elk Hills Memorial Gardens for a long term lease, or purchase of Tax Parcel #37B-011 immediately north of the Elk Valley Library, and;

FURTHER RESOLVED, That if the property cannot be acquired by long term lease or purchase the Library Director and Administrative Services Officer are hereby authorized to employee legal counsel to institute eminent domain proceedings to take the property for parking lot purposes; and,

FURTHER RESOLVED, That up to $32,000 from the unrestricted fund balance may be used for said acquisition and up to an additional $7,000 from the unrestricted fund balance may be used to grade and pave a portion of said property as a parking lot.

B. Marmet property. The property deed and boundaries were discussed. This matter was tabled until the description of the reservation in the deed for the Library's Marmet property has been reviewed and located on a plat of the property.

Old Business.

- Upcoming meeting of the West Virginia Library Commission on December 13, 1994, Putnam County Library, 10:00 - 12:30. The Library Director reported that comments will be made at this meeting concerning VTLS and their services. State Grant-In-Aid issues will also be on the agenda. The Executive Committee of the Board of Directors plans to attend this important meeting.

New Business.

New Business.

1. Library Foundation Update - Mr. Ray reported that the Library Foundation of Kanawha County, Inc. met and have adopted bylaws, elected officers, and formulated a meeting schedule.

2. Board Member Celebrates 65th Wedding Anniversary. The Library Director announced that Dr. and Mrs. William J. L. Wallace recently celebrated their 65th Wedding Anniversary. An article about Dr. and Mrs. Wallace appeared in the Charleston Daily Mail.

There being no further business, the meeting adjourned.

President

Linda J. Wright
Secretary

Kanawha County
Public Library
123 Capitol Street
Charleston, WV 25301
(304) 343-4646

Clendenin Branch
Library
(304) 548-6370

Cross Lanes Branch
Library
(304) 776-5999

Dunbar Branch
Library
(304) 766-7161

Elk Valley Branch
Library
(304) 965-3636

Glasgow Branch
Library
(304) 595-3131

Marmet Branch
Library
(304) 949-6628

St. Albans Branch
Library
(304) 722-4244

Sissonville Branch
Library
(304) 984-2244

December 7, 1994

Mr. John L. Ray, President
Board of Directors
Kanawha County Public Library
1210 One Valley Square
Charleston, WV 25301

Dear Mr. Ray:

Please be advised that I am submitting my resignation from the Board of Directors of the Kanawha County Pubic Library effective December 31, 1994. It has been a most rewarding experience to have served, but as I have often remarked, and still believe, it is not a position which should be held in perpetuity.

Faithfully,

Rev. Dr. Frederick G. Bannerot III

Reverend Dr. Frederick G. Bannerot, III

FGB:ds

Kanawha County Public Library system

Mrs. Joseph A. Smith
223 West Virginia Avenue
Dunbar, West Virginia 25064

December 6, 1994

Dear John,

Please accept my resignation from the Kanawha County Library Board effective now. Due to pressing changes, I cannot attend meetings or give the time necessary to carry out the wonderful program that is now in place.

If I can ever be of any help, please don't hesitate to call me.

I have truly enjoyed the long years of serving the library.

Sincerely,
Helen [illegible]

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
POLICY FOR CLOSING LIBRARIES DURING INCLEMENT WEATHER

The Kanawha County Public Library system will close for inclement weather under the following circumstances:

1. The Charleston Library will close early for inclement weather if City Hall, Stone & Thomas and/or other downtown employers do likewise. The branch libraries will also be closed at the same time if they have not already had to do so given the conditions in their area of the county.

2. For situations occurring after the 5:00 p.m. normal store closing time, the Charleston Library and/or branch libraries will close early when weather and road conditions are bad and are expected to become worse.

3. The Kanawha County Public Library system will cooperate with any directives from City, County and/or State officials with regard to closing due to weather or emergency situations.

4. The decision to close the Kanawha County Public Library system will be made by the Library Director or Administrative Services Officer. In their absence, the decision to close will be made by the senior librarian on duty in the Reference Department.

5. The Branch Libraries will follow the lead of the Charleston Library. Local exceptions, however, will be made when appropriate:

   A. The Branch Librarian will report the local weather/road conditions to the Branch Services Department Head. After evaluation, the Branch Services Department Head will transmit information and recommendation to close a given unit(s) to the Library Director or Administrative Services Officer. In their absence, the Branch Services Department Head will make the final decision.

6. If hazardous weather conditions at any library location should occur within an hour or less of normal evening closing time, and if no administrator is available, the person in charge of that location has the authority to close early. Such early closing must be reported to the senior librarian on duty in the Reference Department at the Charleston Library before the unit closes.

7. The bookmobile, courier and/or other services using library vehicles will cease when road conditions are deemed hazardous.

8. Every reasonable effort will be made to notify the public of Library closings and changes in service as soon as possible. Contacting the media will be the responsibility of the Public Relations Officer or in his/her absence the Public Relations Associate.

9. It is the Kanawha County Public Library's intent not to penalize staff members when as a result of weather conditions the Library or branches are unable to open for service. In order to ensure fair and consistent treatment of all staff the following procedures will apply:

A. If a decision is made by the Library Director or in his/her absence the Administrative Services Officer, not to operate at all or to delay the regular opening, the Library Director or Administrative Services Officer will notify all department heads by 6:30 a.m. It will then be the responsibility of each department head or their designated assistant to notify the members of his/her staff according to the plan that department has adopted for such notification to be effectively and efficiently handled. Although the library "opening" to the public may be delayed, it is expected that staff will report to work as soon as they can safely do so or by the time specified by the Library Director or Administrative Services Officer.

B. Full-time exempt staff members will be allowed up to 2 hours tardiness, if needed, because of hazardous road conditions without requiring leave being taken. The supervisor of the unit will make this decision based on the information the staff member provides about his/her situation.

C. If there is a delay in opening, all full-time non-exempt staff members will count the time between their normal start time and the delayed reporting time as "weather" for the purpose of accounting for the time on time sheets (denoted by a "W"). For those staff members not able to report to work at all due to hazardous conditions, the difference between the delay time and regular reporting time may be charged to weather. However, the other hours of the work day must be charged to personal leave, annual leave or taken as a salary deduction. For example, if a full-time staff member is not able to report to work at all on a given day and his/her usual start time is 8:30 but staff were told not to report until 10:00, the staff member would count 1.5 hours as weather and 6 hours as personal or annual leave.

D. Part-time non-exempt staff will not be compensated for hours not worked because of inclement weather. However, the supervisor may reschedule the part-time exempt and/or non-exempt staff member for additional hours on other days of that work week or the following work week so that the part-time staff member has an opportunity to get in all or most of their scheduled weekly hours if their is work to be done. If the weather is deteriorating and a library closing is a possibility, it is the responsibility of all part-time staff members to telephone their supervisors before coming to work to assure that the library is open. If any part-time staff member reports to work in inclement weather because either they could not reach their supervisor or they were not notified by authorized KCPL staff and the library is closed, then they will be paid for two hours.

Adopted by the Kanawha County Public
Library Board of Directors
December 12, 1994

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JANUARY 9, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 9, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mr. Fontalbert
Mr. Kauffelt
Mr. Moss
Mr. Reustle

Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the Minutes of the December 12, 1994 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the payment of Book Bills in the amount of $32,413.83 and General Bills in the amount of $82,305.29 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $826.77 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of December 1994, included were the following:

> The Branch libraries held their annual open houses in early December. Fred Ranson and I were able to attend most of these events.
>
> The Food for Thought, Food for Fines campaign was again held with sponsorship by Capital Cablevision. Over 4,900 fines valued at over $23,000 were forgiven. 11,573 food items were donated to local food pantries in each community as compared to 10,089 items last year.
>
> Fifteen staff members attended a workshop presented by Children's Services on the author Bill Peet, who is Read Aloud West Virginia's featured author in March. Eight staff members attended a one day workshop entitled Serving the Young Adult.

A meeting was held on December 15 with Karen Taylor and Doug Walters of Kanawha County Schools to discuss possible future collaborative efforts with regard to automation and in particular CD-Rom technology.

We are tentatively planning a seminar for February 21st on looking at possibly starting a computerized community freenet of local information. Representatives from various local community groups and other librarians in the State will be invited to hear a presentation by the Director of the Freenet in Charlotte, NC. Other libraries have received grant funds for this type of project. Richard Ressmeyer, Development Director, has been coordinating this effort.

Report of Committees.

1. Building Committee. Mr. Moss reported that on December 21, 1994 the Building Committee met and interviewed three architectural firms that had been selected from a short list previously formulated. After discussion and upon a motion by Mr. Moss, seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors authorizes the Library Director and the Administrative Services Officer in consultation with the Chair of the Building Committee to enter into negotiations for architectural services, and;

FURTHER RESOLVED, That negotiations for architectural services be with those firms selected by the Building Committee and in the order they were selected.

2. Long Range Planning Committee. Mrs. Rugeley reported that the Long Range Planning Committee met in November to formulate the "Guidelines for Considering

Requests for Establishing and/or Expanding Service via Branch Libraries in Kanawha County". These guidelines were distributed, discussed and are hereby attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Rugeley, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby adopts the Guidelines for Considering Requests for Establishing and/or Expanding Service via Branch Libraries in Kanawha County.

3. Membership Committee. Ms. Chilton reported that the Committee will be considering nominations in the very near future to fill two vacant positions on the Board of Directors from Dunbar and the Elk Valley/Clendenin areas. The Committee welcomes suggestions of names to consider for these vacancies.

4. Financial Affairs Committee. Mr. Kauffelt reported that the Committee met to consider the following:

A. Walls in front of the Charleston Library. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to pay John Carte Masonry $5,619.38 for additional work to the front planter walls.

B. Branch Contributions for FY 95/96. The Library Director explained the proposed contributions to be requested for FY 95/96. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the following resolution was adopted.

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 95/96:

BRANCH CONTRIBUTIONS

Clendenin	$ 2,137
Cross Lanes	$ 3,749
Dunbar	$ 36,504
Elk Valley	$ 4,048
Glasgow	$ 1,316
Marmet	$ 1,291
St. Albans	$ 48,335
Sissonville	$ 2,875

FURTHER RESOLVED, That the contribution amounts above for Dunbar and St. Albans are calculated at 85%. For fiscal year 96/97, the Board's request will revert back to the customary funding basis for these libraries with the funding requests based on the prior year's property valuations.

Old Business.

- Update on suit against the Kanawha County Commission. Mr. Kauffelt reported that answers have been filed and depositions are being taken.

- Update on Library Commission Meeting in Putnam County. The Library Director reported that efforts are moving forward requesting increased funding towards the goal of $5.00 per capita for State Grant-In-Aid. It was announced that the West Virginia Library Commission had authorized the hiring of a consultant to evaluate the VTLS automation system. Ms. Karen Arnett, Kanawha County Public Library Automation Manager, has been named to the committee evaluating proposals from consultants for this study.

New Business.

- Meeting with South Charleston Library Board and Legislators. The Library Director reported that a meeting was to be held at the South Charleston Public Library on January 12. The Kanawha County Public Library Executive Committee will attend.

- CASE (Center for the Arts, Science and Education) update. The executive directors of the organizations considering involvement in this project will be meeting to discuss possible concerns and collaborative efforts. The meeting will be held before the next meeting of the CASE Task Force.

- Library Appreciation Dinner. This year's dinner will be held on February 20, 1995 at 6:00 p.m. at the Charleston

Civic Center. Tickets are available through Dallas Sheldon in the Administrative Office at a cost of $20.00 each.

- Reception for Mrs. Smith & Dr. Bannerot. This reception will be held on February 13, 1995 at 3:00 p.m. in the Ray Room on the 3rd floor of the Main Library.

There being no further business, the meeting adjourned.

Virginia H. Rugeley
First Vice President

Linda G. Wright
Secretary

Bd. Adopted
1/9/95 DB

GUIDELINES FOR CONSIDERING REQUESTS FOR ESTABLISHING AND/OR EXPANDING SERVICE VIA BRANCH LIBRARIES IN KANAWHA COUNTY

Incorporated Communities

I. Of more than 5,000 people

If an incorporated community of more than 5,000 people requests a branch library be established or requests their branch be expanded the following conditions must prevail:

A. There is no other branch library within a 5 mile radius of that community. Depending on geographical obstacles this condition may be revised accordingly.

B. The minimum size of building that would be considered would be .6 sq.ft. per resident. The building would be able to meet all federal, state and local requirements for such things as parking, handicapped accessibility, etc.

C. The community would agree to contribute to KCPL a mutually agreed upon percentage of the total cost of purchasing the property, buying/building the facility and of equipping the facility.

D. The community would agree that KCPL will be responsible for maintaining the facility and determining the amount and types of library services provided.

E. The community would agree to make an annual contribution towards the continued operation of the facility. The amount of the contribution would be determined by applying the Municipal Formula to the property valuations for that community.

F. The community would agree to participate actively in the Friends group for the facility to: raise funds to enhance library operations, assist library staff in promoting the library to the community, and provide volunteers to assist the library staff with various projects and programs.

G. KCPL would need to determine that it has the adequate financial ability to establish or expand the branch; and to operate the larger facility in future years, and that the request is consistent with the Long Range Plan as regards branch development.

II. Incorporated Communities of less than 5,000 people

If an incorporated community of less than 5,000 people requests a branch library be established or requests their branch be expanded the following conditions must prevail:

A. There is no other branch library within a 5 mile radius of that community. Depending on geographical obstacles this condition may be revised accordingly.

B. The minimum size of building that would be considered would be .4 sq.ft. per resident. The building would be able to meet all federal, state and local requirements for such things as parking, handicapped accessibility, etc. The minimum size branch facility KCPL will put into operation as of 1-1-95 is 2,400 sq.ft. unless extenuating circumstances exist.

C. The community would agree to contribute to KCPL a mutually agreed upon percentage of the total cost of purchasing the property, buying/building the facility and of equipping the facility.

D. The community would agree that KCPL will be responsible for maintaining the facility and determining the amount and types of library services provided.

E. The community would agree to make an annual contribution towards the continued operation of the facility. The amount of the contribution will be the smaller of the two amounts determined either: 1) by applying the Municipal Formula to the community's property valuations, or 2) by calculating 7% of the direct operating costs.

F. The community would agree to participate actively in the Friends group for the facility to: raise funds to enhance library operations, assist library staff in promoting the library to the community, and provide volunteers to assist the library staff with various projects and programs.

G. KCPL would need to determine that it has the adequate financial ability to establish or expand the branch; and to operate the larger facility in future years, and that the request is consistent with the Long Range Plan as regards branch development.

III Unincorporated Communities

If a branch library currently exists and requests a larger facility or expansion of present facility, or if an unincorporated community without a facility desires to request that a branch facility be established, the following conditions must prevail:

A. There is no other branch library within an 8-10 mile radius. Depending on geographical obstacles this condition may be revised accordingly.

B. If an expansion is requested, the size of the present facility must be less than .4 sq.ft. per person based on the number of residents estimated to live within an 8-10 mile radius of the facility. The maximum amount of space KCPL would consider for any new branch facility in an unincorporated area would be .4 sq.ft. per person based on the number of residents estimated to live within an 8-10 mile radius of the facility. The minimum size branch facility KCPL will put into operation as of 1-1-95 is 2,400 sq.ft. unless extenuating circumstances exist.

C. The community would agree to contribute to KCPL a mutually agreed upon percentage of the total cost of purchasing the property, buying/building the facility and of equipping the facility.

D. The community would agree that KCPL will be responsible for maintaining the facility and determining the amount and types of library services provided.

E. The unincorporated community would agree to make an annual contribution towards the operation of the facility. The amount of the contribution would be 7% of the direct operating costs for that facility. Up to 2% of the 7% may be valued in-kind services if these services have had prior approval by KCPL.

F. The community would agree to participate actively in the Friends group for the facility to: raise funds to enhance library operations, assist library staff in promoting the library to the community, and provide volunteers to assist the library staff with various projects and programs.

G. KCPL would need to determine that it has the adequate financial ability to establish or expand the branch; and to operate the larger facility in future years, and that the request is consistent with the Long Range Plan as regards branch development.

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON

FEBRUARY 13, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 13, 1995 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mr. Fontalbert
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the January 9, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $55,663.30 and General Bills in the amount of $54,178.17 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,375.26 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of December 1994, included were the following:

> Four staff members attended the Children's Literature Conference in Columbus, Ohio.
>
> A presentation was made to the Kanawha County Schools Management Team on January 25. Richard Ressmeyer, coordinated these efforts. Presentations were made by Steve Christo in Audiovisual Services, Terri McDougal in Children's Services, and Sara Sue Wright in Reference. In addition each member of the Management Team received a packet of information particularly aimed at our services and involvement with students and teachers.
>
> During January a spin off of the initial phase of our computer system upgrade was realized. We were able to recycle equipment resulting in Clendenin's terminals increasing from a total of 2

to 4. The communications speed of sending information was also increased by this replacement equipment. It may have been coincidence or a direct result of having two patron access terminals, but for whatever the reason we had a significant increase at Clendenin in January in requests of materials from elsewhere in the system.

Over 160 students and adults attended a Chautauqua type presentation by Gary Brown on Governor William MacCorkle at the St. Albans and Charleston locations

St. Albans had a very successful program on genealogy for 4th through 6th graders attended by 125 students. This program was presented jointly by library staff and members of the St. Albans Women's Club.

Report of Committees.

1. Personnel Committee. After discussion and upon a motion by Mr. Fontalbert, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That Virginia Rugeley, Board Member, and Linda Wright, Library Director, be authorized to attend an institute entitled "Redefining Libraries and Librarianship: Strategies, Structures and Roles for the New Millennium" offered by the Library Administration and Management Association in Columbus, Ohio on March 23, 1995 and the expenses be paid in an aggregate amount not to exceed $750.

2. Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Financial Affairs Committee was held on February 10, 1995 to consider the following:

Budget for fiscal year 1995/1996. Mr. Kauffelt submitted a proposed budget for the fiscal year 1995/1996. Copies were distributed to the members present. Following an explanation of the document and discussion, upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was moved that the Budget for fiscal year 1995/1996 be adopted.

Old Business.

- South Charleston Public Library. Mr. Ray reported that a meeting was held January 12, 1995 with the South Charleston Public Library's Board and the Kanawha County Public Library Board's Executive Committee along with two South Charleston City Council members and four Kanawha County Delegates. This meeting was held to discuss the City of South Charleston's concern with the number of users the South Charleston Public Library serves who are not city residents and for which they receive no funding from Kanawha County Public Library's Special Bill. Subsequent to this meeting a proposal was received from the Board of the South Charleston Public Library requesting financial assistance with specific areas of their operation. The Executive Committee met and reviewed the proposal and have offered an alternate proposal.

New Business.

- Kanawha High School. The Kanawha County Public Library's Executive Committee recently met with officials of Kanawha County Schools about the proposed Kanawha High School. After discussion and upon a motion by Mrs. Russell, seconded by Mr. Moss, and unanimously carried the following resolution was adopted:

WHEREAS, the Board of Directors of the Kanawha County Public Library (KCPL) has adopted a mission statement which specifies that Kanawha County Public Library (Library) should provide a wide variety of materials to meet the informational, educational, cultural and recreational needs of all Kanawha County citizens irregardless of age or circumstance; and

WHEREAS, the KCPL has selected as one of its roles an educational support center to assist students of all ages in meeting their educational objectives; and

WHEREAS, the KCPL has adopted a Twenty Year Plan to address the Library system's space needs; and

WHEREAS, this Twenty Year Plan identifies the Upper Kanawha Valley as one area of the County with inadequate space to serve the public.

NOW, THEREFORE, BE IT RESOLVED, that the KCPL authorizes the Library Director to investigate and explore with representatives of the Kanawha County Schools possible areas of opportunity for cooperation in the delivery of library service to students and members of the public at the proposed Kanawha High School.

- Library Appreciation Dinner. Board members were reminded that this year's dinner will be held on February 20, 1995 at 6:00 p.m. at the Charleston Civic Center. Tickets are available through Dallas Sheldon in the Administrative Office at a cost of $20.00 each.

There being no further business, the meeting adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

as of 2/10/95

1995/1996 BUDGET

INCOME

	1994/1995	1995/1996
Levying Authorities		
Board of Education	1,562,490	1,609,364
County Commission	1,562,490	1,609,364
City of Charleston	590,182	607,887
Subtotal	***3,715,162***	***3,826,615***
State Grants		
Grant In Aid (@ 3.39 per capita)	638,831	638,831
Nitro Administrative Fee	3,239	3,239
Special Grant	37,500	0
Institutions Grant	16,944	18,514
Subtotal	***696,514***	***660,584***
Branch Support		
Clendenin	4,635	2,137
Cross Lanes	3,000	3,749
Dunbar	31,719	36,504
Elk Valley	3,000	4,048
Glasgow	3,000	1,316
Marmet	7,560	1,291
St. Albans	42,468	48,335
Sissonville	3,000	2,875
Subtotal	***98,382***	***100,255***
Other		
Fines and Fees	60,000	60,000
Interest	12,000	30,000
Miscellaneous/Booksale	55,000	55,000
Jacobson Fund	40,000	40,000
Library Foundation	0	50,000
Subtotal	***167,000***	***235,000***
GRAND TOTAL	***$4,677,058***	***$4,822,454***

as of 2/10/95

KANAWHA COUNTY PUBLIC LIBRARY

1995/1996 BUDGET

EXPENDITURES

Salaries	1994/1995	PROPOSED 1995/1996
Full-time Professional	722,630	849,763
Part-time Professional	36,950	21,136
Full-time Paraprofessionals	1,189,627	1,291,581
Part-time Paraprofessionals	220,437	262,062
Substitute Professionals	9,900	9,900
Substitute Paraprofessionals	63,900	63,900
Overtime	5,000	3,000
Salaries Subtotal	2,248,444	2,501,342
Benefits		
Education	4,300	4,500
Employee Assistance Program	0	4,000
Employee Parking	17,000	17,000
Retirement	143,794	143,794
FICA	172,006	191,097
Health Insurance	280,000	290,956
Dental Insurance	17,200	17,200
Vision Insurance	3,870	3,992
Disability Insurance	9,000	9,000
Workers Compensation	12,460	13,739
Unemployment Compensation	10,000	10,000
Subtotal	669,630	705,278
Salaries & Benefits Total	2,918,074	3,206,620
Materials for Collection	591,500	690,000
Reserve for Improved Collections	21,500	5,000
Collection Materials Total	613,000	695,000
Building and Equipment		
ADA Furniture/Equipment	0	5,000
Automation Equipment	92,500	90,300
Automation Repair & Maintenance	56,750	57,800
Automation Software	2,500	10,000
Building Repair & Maintenance	49,000	52,850
Building Improvements	39,500	45,100
Equipment Repair & Maintenance	9,410	10,060
Equipment Purchase	32,188	47,709
Rental, Equipment & Vehicle	1,000	1,000
Vehicle, Gas & Oil	5,275	5,800
Vehicle, Maintenance	6,800	7,000
Computer Equipment	0	32,003
Copier Expenses	6,800	7,800
Rental Copier Expenses	13,850	13,850
Building & Equipment Subtotal	315,573	386,272

KANAWHA COUNTY PUBLIC LIBRARY
1994/1995 BUDGET
EXPENDITURES - Page 2

as of 2/10/95

Personnel		
Interviews	1,200	1,200
Travel & Training	21.000	24.000
Personnel Subtotal	22.200	25,200
Public Relations		
Printing	11,500	12.000
Programs	5,000	5.000
Advertising	3,200	3,200
Duplicating Expenses	3.415	3.370
Public Relations Subtotal	23,115	23.570
Supplies		
Office Supplies	15,900	16.270
Automation Supplies	12,000	11,000
Library Supplies	31,990	36.490
Housekeeping Supplies	9.500	10.975
Supplies Subtotal	69,390	74,735
Utilities		
Electricity	92.250	92.300
Water	8,410	7.635
Sewerage Treatment	4,475	4.575
Natural Gas	11,000	11,000
Fire Service Fee	750	750
Telephone	62.485	45,500
Trasn Removal	2.800	2.700
Utilities Subtotal	182.170	164.460
Other		
Collection Expense for Overdue Materials	2.500	2.500
Postage/Freight	60,120	54.145
Refunds	900	900
Memberships	2.400	2.400
Audit	3.300	3.300
Property and Casualty Insurance	26.000	27.000
OCLC Cataloging Expense	29.000	25.000
Miscellaneous	1.000	2.000
Professional Fees	10,000	10,000
Sales Tax	1,600	1.600
Capital Expenditure Reserve	359.216	70.252
Booksale	2.500	12.500
Other Subtotal	498.536	211.597
Contingency	35.000	35.000
TOTAL	$4.677.058	$4.822.454

KANAWHA COUNTY PUBLIC LIBRARY as of 2/10/95

1995/1996 BUDGET

EXPENDITURES

	1994/1995	PROPOSED 1995/1996
Salaries		
Full-time Professional	722,630	849,763
Part-time Professional	36,950	21,136
Full-time Paraprofessionals	1,189,627	1,291,581
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KANAWHA COUNTY PUBLIC LIBRARY
1994/1995 BUDGET
EXPENDITURES - Page 2

as of 2/10/95

Personnel		
Interviews	1,200	1,200
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Fire Service Fee	750	750
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Refunds	900	900
Memberships	2,400	2,400
Audit	3,300	3,300
Property and Casualty Insurance	26,000	27,000
OCLC Cataloging Expense	29,000	25,000
Miscellaneous	1,000	2,000
Professional Fees	10,000	10,000
Sales Tax	1,600	1,600
Capital Expenditure Reserve	359,216	70,252
Booksale	2,500	12,500
Other Subtotal	498,536	211,597
Contingency	35,000	35,000
TOTAL	$4,677,058	$4,822,454

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS HELD ON

MARCH 6, 1995

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library (the "Library") was held on Monday, March 6, 1995 at 4:00 P.M. in the Board Room of the Library. The following members were present:

Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Rugeley, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The Revised Budget for the fiscal year 1995/1996 was submitted for consideration. Copies were distributed to the members present. Following an explanation of the document and discussion, upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was

moved that the Revised Budget for fiscal year 1995/1996 be adopted as submitted.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of the Library for the fiscal year beginning July 1, 1995, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and
>
> RESOLVED FURTHER, That the President of the Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries, shown in the said budget; and
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of the Library for the fiscal year beginning July 1, 1995, which has been approved and adopted by the Library Board, be transmitted to the City of Charleston by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Library Board be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries as shown in the said budget; and

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of the Library for the fiscal year beginning July 1, 1995, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of the Library Board be authorized and directed, in the said letter transmitting the budget to request the

County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the Library and its branch libraries as shown in the said budget; and

RESOLVED FURTHER, The officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries.

There being no further business, the meeting adjourned.

Virginia H. Rugeley
First Vice President

Linda T. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

as of 3/6/95

1995/1996 BUDGET

INCOME

	1994/1995	1995/1996
Levying Authorities		
Board of Education	1,562,490	1,571,160
County Commission	1,562,490	1,571.160
City of Charleston	590.182	582.043
Subtotal	***3,715,162***	***3,724,363***
State Grants		
Grant In Aid (@ 3.69 per capita)	638,831	668,831
Nitro Administrative Fee	3,239	3.239
Special Grant	37,500	0
Institutions Grant	16,944	18.514
Subtotal	***696,514***	***690.584***
Branch Support		
Clendenin	4,635	2.137
Cross Lanes	3.000	3.749
Dunbar	31,719	36.504
Elk Valley	3,000	4.048
Glasgow	3.000	1.316
Marmet	7,560	1.291
St. Albans	42.468	48.335
Sissonville	3.000	2.875
Subtotal	***98.382***	***100.255***
Other		
Fines and Fees	60.000	60.000
Interest	12.000	30.000
Miscellaneous/Booksale	55.000	55.000
Jacobson Fund	40.000	40.000
Library Foundation	0	50.000
Subtotal	***167.000***	***235.000***
GRAND TOTAL	*$4.677,058*	*$4.750.202*

KANAWHA COUNTY PUBLIC LIBRARY
1994/1995 BUDGET
EXPENDITURES - Page 2

as of 3/6/95

Personnel		
Interviews	1,200	1,200
Travel & Training	21,000	24,000
Personnel Subtotal	22,200	25,200
Public Relations		
Printing	11,500	12,000
Programs	5,000	5,000
Advertising	3,200	3,200
Duplicating Expenses	3,415	3,370
Public Relations Subtotal	23,115	23,570
Supplies		
Office Supplies	15,900	16,270
Automation Supplies	12,000	11,000
Library Supplies	31,990	36,490
Housekeeping Supplies	9,500	10,975
Supplies Subtotal	69,390	74,735
Utilities		
Electricity	92,250	92,300
Water	8,410	7,635
Sewerage Treatment	4,475	4,575
Natural Gas	11,000	11,000
Fire Service Fee	750	750
Telephone	62,485	45,500
Trash Removal	2,800	2,700
Utilities Subtotal	182,170	164,460
Other		
Collection Expense for Overdue Materials	2,500	2,500
Postage/Freight	60,120	54,145
Refunds	900	900
Memberships	2,400	2,400
Audit	3,300	3,300
Property and Casualty Insurance	26,000	27,000
OCLC Cataloging Expense	29,000	25,000
Miscellaneous	1,000	2,000
Professional Fees	10,000	10,000
Sales Tax	1,600	1,600
Capital Expenditure Reserve	359,216	70,252
Booksale	2,500	12,500
Other Subtotal	498,536	211,597
Contingency	35,000	35,000
TOTAL	$4,677,058	$4,750,202

KANAWHA COUNTY PUBLIC LIBRARY

as of 3/6/95

1995/1996 BUDGET

EXPENDITURES

	1994/1995	PROPOSED 1995/1996
Salaries		
Full-time Professional	722,630	804,217
Part-time Professional	36,950	20,642
Full-time Paraprofessionals	1,189,627	1,248,581
Part-time Paraprofessionals	220,437	255,510
Substitute Professionals	9,900	9,900
Substitute Paraprofessionals	63,900	63,900
Overtime	5,000	3,000
Salaries Subtotal	2,248,444	2,405,750
Benefits		
Education	4,300	4,500
Employee Assistance Program	0	4,000
Employee Parking	17,000	17,000
Retirement	143,794	190,794
FICA	172,006	191,097
Health Insurance	280,000	290,956
Dental Insurance	17,200	17,200
Vision Insurance	3,870	3,992
Disability Insurance	9,000	9,000
Workers Compensation	12,460	13,739
Unemployment Compensation	10,000	10,000
Subtotal	669,630	752,278
Salaries & Benefits Total	2,918,074	3,158,028
Materials for Collection	591,500	690,000
Reserve for Improved Collections	21,500	5,000
Collection Materials Total	613,000	695,000
Building and Equipment		
ADA Furniture/Equipment	0	5,000
Automation Equipment	92,500	76,300
Automation Repair & Maintenance	56,750	57,800
Automation Software	2,500	10,000
Building Repair & Maintenance	49,000	52,850
Building Improvements	39,500	45,100
Equipment Repair & Maintenance	9,410	10,060
Equipment Purchase	32,188	42,049
Rental, Equipment & Vehicle	1,000	1,000
Vehicle, Gas & Oil	5,275	5,800
Vehicle, Maintenance	6,800	7,000
Computer Equipment	0	28,003
Copier Expenses	6,800	7,800
Rental Copier Expenses	13,850	13,850
Building & Equipment Subtotal	315,573	362,612

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
MARCH 13, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 13, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mr. Fontalbert
Mr. Kauffelt
Mr. Moss
Mrs. Sloan
Mr. Smith

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Ms. Nelle Chilton, Second Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the Minutes of the February 13, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $38,610.76 and General Bills in the amount of $75,090.39 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $739.33 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of February 1995, included were the following:

> The annual West Virginia Library Association Library Appreciation Dinner was held February 20. A number of legislators attended. Unfortunately the Senate had a session that evening which only gave the Senators an opportunity to attend the reception. A number of staff and local advisory Board members were in attendance.
>
> On February 21 Kanawha County Public Library sponsored a program on community freenets featuring the Director of the freenet in Charlotte, NC. Approximately 90 people attended including representatives from a number of community organizations such as Sunrise, Kanawha County Schools, Community Council, etc. Also in attendance were librarians from across the State who had also been invited. Richard Ressmeyer organized this program.

In-house training opportunities offered in February included a workshop offered by the Children's Services Department covering program ideas for the 1995 Summer Reading Program which this year is entitled "Readin', Ropin' and Ridin'". Karen Arnett, Automation Manager, offered a workshop "Introductory Skills for Word For Windows".

Cindy Miller, Public Relations Officer, organized and staffed KCPL's display at Charleston Area Medical Center's annual Baby Shower for new and soon to be parents. Approximately 400 people attended this event.

Some examples of programs offered in February are: a Chautauqua presentation of Carter Woodson at Charleston; a program on collectibles at Elk Valley; a homebuyers seminar at Cross Lanes; a calligraphy program at Cross Lanes; a program entitled "It's Raining Cats and Dogs" a weather folklore program for grades 1-6 done at most branches by Children's Programmer, Patty Bergeron; after school storytime for ages 6-8 at St. Albans.

Report of Committees.

1. Building Committee. Mr. Moss reported that a meeting was held March 1, 1995 to discuss the proposed contract the firm of first choice. Concerns were expressed as to needed adjustments to their contract which resulted in a meeting held on March 13, 1995 to discuss those contractual adjustments with the principal parties involved. The Committee will meet to discuss the revised contract when received from the firm.

2. Personnel Committee. After discussion, and upon a motion by Mr. Fontalbert, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That two staff members be authorized to attend the VTLS Educational Conference and Users Group Meeting in Blacksburg, VA on April 10-13, 1995 and the expenses be paid in an aggregate amount not to exceed $800.

3. Long Range Planning Committee. Ms. Wright reported that a meeting of the Committee was held February 26, 1995 to discuss written agreements that had been in place between Kanawha County Public Library and the branch libraries. The Committee identified common elements they felt should appear in all agreements. The Committee asked the staff to develop these elements into a standard agreement and plan to discuss this matter further at a meeting scheduled for April 30, 1995.

4. Financial Affairs Committee. Mr. Kauffelt reported that a meeting was held on March 13, 1995 (prior to the regularly scheduled Board meeting) to consider the following:

A. Audit. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the "Kanawha County Public Library Financial Statements, Cash Basis, June 30, 1994" being the audit report for the fiscal year 1993/94 prepared by The Smart Group, A.C., be received and filed.

B. Automation Request. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors hereby authorizes the expenditure of up to $22,000 from the Conwell estate special fund for the purchase of a file server for the Automation Department to more efficiently and effectively install and maintain the standard, off-the-shelf software used system-wide for such functions as word processing.

C. Newspaper Supplement. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to spend up to $7,000 from the Conwell, Deskins, and Straley estates special funds for the publication of a special newspaper supplement about the Kanawha County Public Library.

D. Transfer of Funds. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to transfer $36,493.72 from the Special Funds Development Officer Grants account to the Administration Full-time Professional Salaries 1994/95 budget line item.

Old Business.

1. Case against Kanawha County Commission. Mr. Kauffelt reported that answers have been filed and depositions are being taken.

2. South Charleston. The Executive Committee is currently awaiting a reply to the proposal the Committee sent to South Charleston Public Library Board on February 8, 1995.

3. Cross Lanes. A property deed has been produced by the Board of Education and adjustments have been made. The latest version of the deed will be reviewed by Mr. Ray when he returns in April.

4. Sissonville. A public meeting has been scheduled for Monday, April 24, 1995 at the Sissonville High School Auditorium to get the public's response to the concept of a joint high school/public library facility.

New Business.

1. Library Know-how! Campaign

A presentation about this campaign was made by Cindy Miller, Public Relations Officer, and Richard Ressmeyer, Development Director. The campaign is a marketing and mass media campaign to showcase the Library an its services.

2. Public Library Association National Achievement Citation. Ms. Wright gave an overview of this citation which gives national recognition for significant, innovative activities that improve the organization, management or services of

public libraries. The staff of the Kanawha County Public Library was asked to provide suggestions as to what to submit for consideration. An entry was drafted by Richard Ressmeyer and submitted for the "VolunTEEN" program. Ms. Wright announced to the Board that the Kanawha County Public Library will be presented with a National Achievement Citation at the Public Library Association's Mid-Winter Workshops to be held March 23-25 in Chicago. This is the third citation the Library has received in the past five years. Previous winning entries were the Food for Thought, Food for Fines program and the Drive Up Window service.

There being no further business, the meeting adjourned.

Nelle Ratrie Chilton
Second Vice President

Linda T. Wright
Secretary

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON

APRIL 10, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 10, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Carter
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mrs. Rugeley
Mr. Smith

Also present were Ms. Linda Wright, Library Director, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the March 13, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $57,425.82 and General Bills in the amount of $105,770.98 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $37,256.24 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of March 1995, included were the following:

> Four staff members attended the Public Library Association workshops in Chicago. Karen Arnett, Automation Manager, and Alice Riecks, Cross Lanes Branch Librarian, attended a session entitled "Kids, Libraries and Technology". Cindy Miller, Public Relations Officer, attended the session "Special Delivery - Shaping and Sharing Your Library Message" and Fred Ranson went to the session "Library Lighting and Wiring". In addition 26 staff members attended a wide variety of workshops during the month.
>
> In celebration of Woman's History Month Chautauqua presentations by Karen Vuranch portraying Mother Jones were held at the Clendenin and Marmet branch libraries. Karen also did a presentation of her play "Coal Camp Memories" at Charleston to an audience of 85 people. Willard

Reynolds, Bookmobile Assistant, played the music for the performance and made a great effort to encourage Bookmobile patrons to attend this excellent program.

Another popular program presented at the Charleston Library in March was a program on the Greenbrier River Trail attended by 42 people. Red Cross Baby-sitting workshops were held at Charleston, St. Albans and Marmet.

A number of children's programs around the system in March featured author Bill Peet, who was Read Aloud's featured author this year.

Tax preparation assistance with AARP and/or VITA volunteers was offered in most locations over the past several months.

Work continues on the making of a video on how to use the Charleston Library for use with school tours. This is a cooperative project with students from Capital High School and their librarian Karen Taylor. Footage will feature students trying to use various services and collections at Charleston. The script was written by Kim Dankovich, Reference Librarian.

Terri McDougal, Head of Children's Services, made a presentation on new children's books to 20 elementary school librarians who attended a Peer Coaching group meeting held here at Charleston. It seems word has spread as Terri is scheduled for a similar presentation to the Kindergarten Peer Coaching group in April.

The Technical Services Department had a very busy month with 3,476 items being processed for addition to the collection.

Audiovisual Services continues to be an area of growing popularity. The Department had a record circulation of 3,642 items in March. The Department also handled a record number of holds/loans 783.

Report of Committees.

1. Membership Committee. The Library Director informed the Board that the terms of three Board members will expire June 30, 1995. Upon motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was moved that Mr. T. D. Kauffelt, Mrs. Virginia H. Rugeley and Ms. Sandra Thomas be nominated for six-year terms beginning July 1, 1995 and ending June 30, 2001 and that the Library Director submit these nominations to The Board of Education of Kanawha County.

Ms. Chilton informed the Board that the Membership Committee would like to nominate Ms. Susan G. Poffenbarger to serve on the Board of Directors. Mrs. Poffenbarger is a very well know watercolor artist who resides in Dunbar. After discussion and upon a motion by Ms. Chilton, seconded by Mrs. Glasser, and unanimously carried, it was moved that Ms. Susan Poffenbarger be nominated to complete the unexpired term of Helen Smith with the term ending June 30, 1998, and that the Library Director submit this nomination to The Board of Education of Kanawha County for its consideration.

2. Personnel Committee. After discussion and upon a motion by Mr. Rugeley, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That two staff members be authorized to attend the American Library Association Annual Conference to be held in Chicago, Illinois, June 22-28, 1995 and that their expenses be paid in an aggregate amount not to exceed $2,000.

Old Business.

1. West Virginia Library Commission Budget FY 95/96. A letter dated March 30, 1995 was distributed and discussed pertaining to the Library Commission's budget, a copy of the letter is attached to the minutes of this meeting.

2. Case against Kanawha County Commission. Mr. Kauffelt reported that depositions have been taken and the case is on schedule.

3. Public Meeting. The Kanawha County Public Library Board of Directors will hold a public meeting on Monday, April 24, 1995 at 7:30 p.m. in the auditorium at Sissonville High School in order to solicit input from the Sissonville community about the concept of having a joint public library/high school library facility located at Sissonville High School. Notices about this meeting will be placed in various businesses in the community. Flyers will be

distributed to the public at the library as well as being sent home with school students. A notice will also be placed in the metro section of the newspaper. Letters are also being sent to the presidents of the School Improvement Councils for each school in the community. Information about this public meeting will also be distributed at the Village Association meeting on April 10.

New Business.

1. National Library Week. Ms. Wright reported that National Library Week is April 9-15, 1995, and this would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. Arrangements have been made for sandwiches from Subway for each Department and Branch Library. Upon a motion by Mr. Moss, seconded by Ms. Chilton, and unanimously carried, the following resolution of appreciation was adopted:

WHEREAS, April 9-15, 1995 is celebrated as National Library Week, and

WHEREAS, every day of each year the energy, creativity, reliability and dedication of the staff members of the Kanawha County Public Library system provide a life-enriching variety of library services to thousands of Kanawha County people of all ages and circumstances, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system are pleased to take this occasion to praise and publish the superior work of the staff of the Kanawha County Public Library system, THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends this special acknowledgment and appreciation to all members of the Library staff for their work in presenting high quality library services to the citizens of Kanawha County.

There being no further business, the meeting adjourned.

President

Linda S. Knight
Secretary

WEST VIRGINIA LIBRARY COMMISSION
FREDERIC J. GLAZER • DIRECTOR
1900 KANAWHA BLVD. E. • CHARLESTON, WEST VIRGINIA 25305-0620 • 558-2041

March 30, 1995

-M-E-M-O-R-A-N-D-U-M-

To: Public Libraries

From: Frederic J. Glazer, Director

Re: Library Commission budget - 1996

We are pleased to advise that the recently enacted budget for the Library Commission represents an increase of $425,000 over the current year. However, of this increase, $275,000 has been line itemed for "special projects," which will be distributed by legislators for local library special projects. We are pleased to advise that there should be no erosion of the designated line item "grants to public libraries." The past practice of using legislative intent to draw down monies from "grants-in-aid" has been discontinued, and through our suggestion to the legislators there is a new line item to cover such circumstances. Therefore, if all goes as expected, the dollars for "grant-in-aid" should be distributed equitably to all and if there is no erosion, the grant-in-aid should increase by about 20 cents per capita to approximately $3.59. However, until the Legislative Digest has been determined, we will not make any precipitous moves! This figure is given only for planning purposes.

We are appreciative of the outstanding effort made by those of you who contacted your legislators. We have established a very good relationship with the Finance chairs and members, and we look forward to building upon this year's appropriation, which is the highest level of funding ever authorized for the grant-in-aid!

FJG/jb

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
MAY 8, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 8, 1995 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Ms. Chilton
Mr. Moss
Mr. Kauffelt
Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith
Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Mr. Smith, and unanimously carried, the Minutes of the April 10, 1995 regular were approved, as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Thomas, and unanimously carried, the payment of Book Bills in the amount of $43,905.33 and General Bills in the amount of $69,580.14 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $494.14 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Thomas, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1995, included were the following:

> The month of April saw a considerable number of training activities. Karen Arnett, Automation Manager, and Sylvia Grandal, Head of Technical Services, attended the VTLS Educational Conference at VTLS Eastern Users Group Meeting in Blacksburg, VA April 10-13. Julie Speigler, of the Cross Lanes Branch attended an Internet Conference in Columbus, South Carolina which was a requirement of a graduate library science course she is taking. Three staff members attended a workshop on "How to Deal with Employee Attitude Problems". Fourteen staff members were trained and certified to administer CPR. This in-house training was coordinated through Kanawha County Schools. Three staff members attended a seminar entitled "The Manager as Coach, Trainer and Team Leader". Eight staff members attended the WVLA Spring Workshop in Flatwoods. Four staff members attended the seminar "Legal Aspects of Employee Discipline and Evaluation". Marsha Holliday, Personnel Manager, participated in a seminar on Workers' Compensation in West Virginia.

Cindy Miller, Public Relations Officer, and Diana Grant, Public Relations Assistant, participated in CAMC's 55+ Fair at Kanawha Mall. Approximately 200 senior citizens visited KCPL's table. Appreciation is extended to Cindy for coordinating the sandwiches donated by Subway for staff members during National Library Week. I visited each branch during that week.

KCPL's bookmobile participated in the Children's Festival of Friends at Coonskin Park on April 29. Staff members Susanna Holstein, Darrell Mack, Lisa Mack, Dixie Smith, and Paula Ward represented KCPL at this event.

The interior walls of the first floor of the St. Albans Library were painted during April and the rest rooms at Clendenin had some handicapped fixtures added.

Terri McDougal, Head of Children's Services, and I had a meeting on April 11 with the Director of Sunrise Museum and his key staff to discuss possible areas of cooperation.

I attended the St. Albans Library Board meeting on April 18 to discuss the City's 1995-96 contribution and KCPL's 1995-96 budget.

I recently was reelected to serve another three year term on the Board of Directors of PRLC (Pittsburgh Regional Library Center). This is a consortium of public, academic, special and school libraries from western Maryland, western Pennsylvania and all of West Virginia. I am the only Board member from West Virginia.

Reports of Committees.

1. Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Committee was held April 30, 1995 to discuss:

A. Draft Branch Agreement. The Committee approved a draft document that will replace the expired agreements that had been in place with each branch. The draft will be forwarded to legal counsel for review, after which it will be submitted to the Board of Directors for consideration.

B. Glasgow representative. Mrs. Rugeley was pleased to announce that Ms. Billie S. Basford, Glasgow resident and active library user, has agreed to serve as Glasgow's representative on the Long Range Planning Committee.

C. Kanawha High School - Mr. Walters made a presentation on the Kanawha County Board of Education's proposed new Kanawha High School. He extended an invitation to the Committee to designate representatives from the Library to accompany school officials on a visit to North Carolina to visit a joint public library/high school library facility.

2. Support Services Committee. Ms. Chilton reported that a meeting of the Committee was held to discuss a proposal from Mr. Brooks McCabe concerning the library's parking spaces at the rear of the Charleston building.

Old Business.

1. Sissonville Public Meeting Ms. Wright reported that a public meeting was held Monday, April 24, 1995 at 7:30 PM in the auditorium at Sissonville High School in order to solicit input from the Sissonville community about the concept of having a joint public library/high school library facility located at Sissonville High School.

This meeting was widely publicized in the community. Approximately 60 people attended the meeting of which 15 registered to speak.

After hearing the public comments the Board members present at the meeting do not believe there is sufficient community support to warrant changing the original proposal that was submitted to the Superintendent of Kanawha County Schools last August. The advisory board for the Sissonville Branch has also taken the position of strongly supporting a separate facility.

It was the consensus of the Board to have the Library Director send a letter to the Superintendent of Kanawha County Schools stating the Kanawha County Public Library's position concerning this matter and requesting that the original proposal submitted to the Superintendent be reconsidered.

2. Update on C.A.S.E. Mr. Ray reported on the findings of a consultant's study recently presented to the C.A.S.E. Task Force. Mr. Ray recommended that an extended meeting of the Board be held at the June 12, 1995 regular meeting to discuss further the findings of the study and their implications for Kanawha County Public Library. This meeting will convene following the regular Board of Directors meeting scheduled for June 12, 1995 at 4:00 PM. Dinner will be provided.

New Business.

- Board participation in Library Friends Group. Mrs. Rugeley encouraged the Board to contribute to the Library Foundation of Kanawha County, Inc. An initial solicitation of contributions has been sent to each Board member and she expressed the importance of having 100% participation by the Library Board of Directors in order to strengthen our position as we seek other contributions from individuals, corporations and foundations.

There being no further discussion, the meeting adjourned.

John L Ray
President

Linda V. Wright
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JUNE 12, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 12, 1995 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Ms. Carter
Ms. Chilton
Mr. Fontalbert
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter from Dr. Jorea Marple, Superintendent of Kanawha County Schools, approving Mr. T. D. Kauffelt, Mrs. Virginia H. Rugeley, and Ms. Sandra Thomas to serve six-year terms (beginning July 1, 1995 and ending June 30, 2001) on the Kanawha County Public

Library Board of Directors. This letter also stated that the nomination of Ms. Susan G. Poffenbarger to complete the unexpired term of Mrs. Helen Smith which ends June 30, 1998 had been approved. This letter is hereby attached to the minutes of this meeting.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the May 8, 1995 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $66,680.61 and General Bills in the amount of $86,737.04 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $9,575.14 duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1995, included were the following:

Kelly Morrison from Deaf Education and Advocacy Focus of West Virginia presented two sessions of a workshop on deaf sensitivity awareness. 81 staff members attended these sessions.

The Technical Services Department set an all time record by processing 4,060 items in one month. This is 500 items more than the previous record which was set last May. In addition to the processing of these items, orders were placed for over 3,800 items and over 3,500 items were deleted from the collection.

KCPL participated in the Senior Expo May 24 and 25. Cindy Miller and Diana Grant of the Public Relations Office covered this event which was attended by several hundred people.

Elizabeth Fraser and David Schau of the Reference Department did a presentation on small business resources to a committee of the Chamber of Commerce and to Chamber staff.

On May 6 the Bookmobile participated in the East End Community Fair. The Bookmobile also paid a special visit to Point Harmony Elementary. Willard Reynolds of the Bookmobile staff again participated in Dupont Junior High's Heritage Day.

All units were heavily involved in making school visits to promote the Summer Reading Program.

The theme of this year's Summer Reading Program is "Readin', Ropin' and Ridin". A number of events initiating this year's program were held on Friday and Saturday this past week. If the attendance at these programs is any indication we are going to have quite an enthusiastic response to this theme.

Volunteen Fair sponsored by KCPL was held at the Kaufmann's Court in Town Center Mall on May 6. Several other organizations joined KCPL in recruiting teens. This is the second year the library has sponsored this event. Eighty applications were given out. This year we increased the number of teens in our summer program from 175 to 200. All 200 spaces were filled by the first of June and several locations have waiting lists.

Reports of Committees.

1. Building Committee. After discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That Silling Associates, Inc., be selected as the architect for the proposed new branch library buildings in Cross Lanes and Sissonville.

RESOLVED FURTHER, That the President of the Board of Directors be and he is hereby authorized and directed to execute and deliver on behalf of the Kanawha County Public Library the agreement with Silling Associates, Inc., submitted to this meeting.

2. Financial Affairs Committee. Mr. Kauffelt reported on a certain aspect of the financial record keeping that needs to be attended to before the end of the fiscal year on June 30, 1995.

- Non-Appropriated Receipts. An amount of $91,557.92 of non-appropriated receipts was identified, explained and hereby attached to the minutes of this meeting. Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1994/95 fiscal year be amended to reflect the non-appropriated receipts of $91,557.92 as submitted to this meeting as well as additional monies received between this date and June 30, 1995

Old Business.

- Update on C.A.S.E. The proposed Center for Arts, Science and Education (C.A.S.E.) project and the space needs of the Main Library in Charleston were discussed at length during an extended session of the Board of Directors immediately following the regular meeting. A memorandum of the points made by members of the Board during the discussion will be prepared and distributed at a later date.

New Business.

1. Deed for property at the Cross Lanes Branch Library. After discussion and upon a motion by Mrs. Rugeley, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That (1) the deed from Kanawha County Public Library to the Board of Education of the County of Kanawha for the property on which is presently located the Cross Lanes Branch Library (2) the deed from the Board of Education of the County of Kanawha to Kanawha County Public Library for the property on which the proposed new Cross Lanes Branch Library will be located (3) the parking agreement between the Board of Education of the County of Kanawha and Kanawha County Public Library and (4) the letter addressed to Kanawha County Public Library signed on behalf of the Board of Education of the County of Kanawha permitting the Library to retain possession of the existing Cross Lanes

Branch Library Building until the new branch library building is completed and occupied, copies of which documents were submitted to this meeting, be and the same are hereby approved;

RESOLVED FURTHER, That the President of the Board of Directors be and he is hereby authorized and directed to execute and deliver on behalf of Kanawha County Public Library the deed from the Library to the Board of Education of the County of Kanawha, in exchange for the deed from the Board of Education of the County of Kanawha to Kanawha County Public Library, the parking agreement and letter agreement, in substantially the same form as submitted to this meeting and to do all other things necessary to consummate the transaction.

2. Appointment of Nominating Committee. Mr. Ray appointed a Nominating Committee to present a slate of officers at the July annual meeting. Ms. Glasser, Mr. Rolston, and Ms. Thomas will make up this committee with Ms. Glasser selected as Chair.

3. Date of Annual Meeting. Mr. Ray suggested that the date of the Annual Meeting be changed to July 17, 1995 at 2:00 p.m. It was also suggested that the Annual Meeting be held at the St. Albans Branch Library. It was the consensus of the Board of Directors that the following resolution be adopted:

RESOLVED, That the Annual Meeting of the Kanawha County Public Library Board of Directors be held July 17, 1995 at 2:00 p.m. at the St. Albans Branch Library, 602 4th Street, St. Albans, West Virginia.

There being no further business, the meeting adjourned.

President

Secretary

file
BS
6/19/95

Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX [304] 348=1934
Jorea Marple, Ed.D., Superintendent

May 25, 1995

Ms. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Ms. Wright:

In action taken by the Kanawha County Board of Education during its regular meetings in April and May 1995, the following nominees were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors:

1. Mr. T. D. Kauffelt
2. Mrs. Virginia H. Rugeley
3. Ms. Sandra Thomas
4. Ms. Susan G. Poffenbarger

These appointments were made in compliance with a resolution adopted by the Library Board at its April 10, 1995, meeting. Mr. Kauffelt, Mrs. Rugeley and Ms. Thomas were approved to serve six-year terms beginning July 1, 1995, and ending June 30, 2001, and Ms. Poffenbarger was approved to complete the unexpired term of Helen Smith which ends June 30, 1998.

Should additional information be necessary, please do not hesitate to give me a call.

Sincerely,

Jorea Marple, Ed.D.
Superintendent of Schools

JMM/bje
cc: Board of Education Members

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JULY 17, 1995

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 17, 1995 at 2:00 p.m. in the Meeting Room at the St. Albans Branch Library.

The following members were present:

Mr. Fontalbert
Ms. Poffenbarger
Mr. Ray
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mr. Smith

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President introduced new Board member Susan Poffenbarger and the other Board members present.

The President welcomed the library staff and the following guests: Mrs. Norma Brick and Jane Burrow from the Cross Lanes Library Board; Ms. Marge Sales from the Nitro Library Board; Mr. Kenneth Williamson, Mary Nelson Peterson, Randi Robinson, and Carol Quillen from the St. Albans Library Board.

The President also welcomed the following special guests: The Honorable Charles Armstrong, Mayor of Glasgow; Dr. Jorea Marple, Superintendent, Kanawha County Schools; Ms. Miffy Chambers, Ms. Jane Johnson, Ms. Sally McClaugherty, Ms. Barbara Morton, Ms. Virginia Point, and Ms. Elizabeth Witschey from the Woman's Kanawha Literary Club.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Mr. Smith, and unanimously carried, the minutes of the June 12, 1995 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $55,841.34 and General Bills in the amount of $69,979.05 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $379.87 duly certified and approved in accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1994/95. Ms. Wright noted some of the accomplishments during the past year.

The Annual Report for fiscal year 1994/95 is hereby attached to the minutes of the meeting.

Ms. Wright then introduced the following staff members who made presentations to the Board:

Karen Arnett, Automation Manager, gave an overview of the Electronic Mail Implementation and the Computer Network Upgrade.

David Schau, Librarian, Reference Department, gave a brief overview on the availability of Government Documents.

Linda Miller, Dunbar Branch Librarian, discussed the formation and work of the Rotating Collection Committee.

Steve Christo, Department Head, Audiovisual Services, shared an audio/slide presentation of the department and the services available.

Sandra Turner, Elk Valley Branch Librarian, along with Jennifer Javins, VolunTEEN, spoke on the VolunTEEN program.

Julie Spiegler, Library Assistant, Cross Lanes Branch, shared experiences while pursuing and completing a Masters in Library and Information Science degree.

Theelema Mines, Library Assistant, Dunbar Branch, spoke on the Reference Workshops that have been offered for paraprofessional staff members.

Richard Ressmeyer, Development Director, shared his vision for the future as pertaining to library fund raising.

The regular portion of the meeting resumed. Mr. Ray asked for the report of the Nominating Committee.

Mr. Rolston, reported that the Nominating Committee recommended the following slate of officers for 1995/96:

Mr. John L. Ray - President

Mrs. Virginia Rugeley - First Vice President

Ms. Nelle Chilton - Second Vice President

Ms. Linda G. Wright - Secretary/Treasurer

Dr. Fred D. Ranson - Asst. Secretary/Treasurer

There being no nominations from the floor, upon motion of Mr. Rolston, seconded by Mrs. Russell, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

New Business.

Recognition of service for Mrs. Helen Smith. Upon a motion by Mrs. Rugeley, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

WHEREAS, Mrs. Helen Smith has served Kanawha County Public Library with ability and steadfastness of purpose since January 9, 1973; and

WHEREAS, Mrs. Helen Smith has furthered the aims and purposes of this institution by her capable service as a member of this Board including services as President and as a member of numerous committees of this Board.

THEREFORE, BE IT RESOLVED, That the resignation of Mrs. Helen Smith be accepted with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be presented to our friend and colleague.

There being no further business, the meeting adjourned.

John L Ray

President

Linda S. Knight

Secretary

1994-95
Annual Report

Kanawha County
Public Library system

1994-95

Annual Report of the Kanawha County Public Library system

Kanawha County Public
Library system
123 Capitol Street
Charleston
West Virginia 25301
(304) 343-4646

Prepared by the staff of the Kanawha County Public Library system for the Library Board of Directors and the system's patrons.

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Library Board of Directors

Mr. John L. Ray
President

Mrs. Virginia H. Rugeley
First Vice President

Ms. Nelle Chilton
Second Vice President

Ms. Phyllis Carter
Ms. Carole Glasser
Mr. Terry Fontalbert
Mr. T. D. Kauffelt
Mr. Bruce Moss
Ms. Susan Poffenbarger
Mr. Harry Reustle
Mr. Darrell Rolston
Mrs. Lottye Russell
Mrs. Frances Sloan
Mr. Parker Smith
Ms. Sandra Thomas
Dr. William J. L. Wallace
Mr. Douglas J. Walters

- One member was appointed:
    Ms. Susan Poffenbarger

- Three members were reappointed:
    Mr. T. D. Kauffelt
    Mrs. Virginia Rugeley
    Ms. Sandra Thomas

- Two members resigned:
    Dr. Frederick Bannerot, III
    Mrs. Helen Smith

Library Staff

Patricia Abbott
Janet Adams
Jean Andrews
Karen Arnett
Brenda Batemen
Holly Becker
William Bell
Patricia Bergeron
John Boggess
Brian Bradley
Olivia Bravo
Willie Brooks
Linda Brumfield
Darlene Burdette
Reba Burdette
Mary Burgess
Sara Burgess
Melissa Carr
Nova Casto
Eddie Childers
Steve Christo
Garnett Clark
Phyllis Clendenin
Vicki Cox
Patricia Crihfield
Sandra Cunningham
Kim Dankovich
Penny Dawson
Gwyn Dekker
Vandana Dhakar
Yvonne Dolin
Ralph Douglas
Karen Duckwyler
Judith Duncan
Samantha Eck
Heather Elliott
Lori Falin
Yvonne Farley
Denise Ferguson
Ronald Finney
Jo Ellen Flagg
Joann Fox
Brenda Foye
Elizabeth Fraser
Lucy Frazier
David Frercks
Sandra Frercks
Linda Galloway
Beverly Geiger
Wanda Good
Sylvia Grandal
Diana Grant
Pamela Hacker
Jenifer Hamon
Betty Jane Harper
Jessica Harper
Susan Harper
Jerry Harris
Gail Harrison
Roger Hensley
Marilyn Henstock
Bridget Herndon
Mary Jane Hicks
Billy Holcomb
Marsha Holliday
Garnetta Holmes
Susanna Holstein
Neva Horne
Patricia Howell
Judith B. Hudnall
Judy A. Hudnall
Terry Huffman
Jane Hughes
Betty Hundley
Linda Irving
David Jackson
Velma Jackson
Sharon Jaggers
Carol Johnson-Cyrus
Brenda Jones
Kevin Kidd
Nancy Kilpatrick
Pat Knight
Linda Lacaria
William Lacy
Cynthia Lane
Linda Lawrence
Matthew Lawson
Mike Lawson
Geraldine Legg
Ethel Lindberg
David Lowdermilk
Mary Lou Lucas
Darrell Mack
Lisa Mack
Janet Martin
Jennifer McCoy
Bob McCracken
Terri McDougal
Margaret McGarrity
Reginald Metten
Angela Miller
Cynthia Miller
Linda Miller
Joycelyn Mills
Theelema Mines
Jeri Morris
Jean Naylor
Tammy Parker
Diane Pauley
Nancy Pennington
Annette Phillips
Henry Pickens
Thelma Mae Pickrell
Kristen Priestley
Melissa Pugh
Frederick Ranson
Pam Reger
Richard Ressmeyer
Willard Reynolds
Alice Riecks
Timothy Rock
Janie Rojas
Debra Russell
Jane Saluta
Vicky Samples
Jerry Sapp-Duff
David Schau
Dallas Sheldon
David Simms
Dixie Smith
Shirley Smyth
Jimmy Snyder
Linda Spaulding
Julia Spiegler
David Stone
Barbara Straughter
Susan Sunday
Cathy Tamargo
Marsha Taylor
Mary Ann Taylor
Billie Thacker
Judith Toney
Judy Trader
Sandy Trimble
Peggy Triplett
Norma Truluck
Charles Tuitt
Sandra Turner
Freda Valavanis
Traletta Wallace
Lora Ward
Stephanie Watson
Paula Ward
Glenna Weese
Penny Welday
Joyce Williams
Kerri Williams
Cicely Woodson
Linda Wright
Sara Sue Wright
Kelly Zurel

Library System Statistics

Total patrons registered as of June 30, 1995:	95,371
Total items in the collection as of June 30, 1995:	606,739

During the 1994/95 Fiscal Year:

Items Circulated:	986,211
New Patrons Registered:	11,722
Patron Contacts:	954,965
Visits to Libraries:	884,084
Calls to Libraries:	70,881
Reserve Requests Processed for Specific Items:	95,349
Items Interloaned from One KCPL Library Branch to Another:	48,425
Items Requested by other library systems through Interlibrary Loan from KCPL	3,224
Directional, Information and Reference Questions Answered:	259,558
Number of Children's Programs Conducted:	435
Number of Children Attending Children's Programs:	8,180
Number of School Classes Touring Libraries:	395
Number of Students Touring Libraries:	7,853
Number of People Using Public Meeting Rooms:	11,172
Number of Volunteer Hours Provided by Young Adults:	3,183
Number of Volunteer Hours Provided by Adults:	1,309

Operations Highlights

- The Audiovisual Services Department continues to be the unit showing the greatest growth of circulation. A record 51,243 items were circulated this fiscal year as compared to 37,894 for the last year. This is an increase of 35%. These materials are for the most part videos, books on cassette, music cassettes and compact discs. The Audiovisual Department also undertook a much needed project of cleaning and reviewing all the videos in the collection for wear. The process resulted in replacement videos being purchased for those found to be in poor condition. The Department worked to increase the number of books on cassette to try to better meet the great demand for this type of material. The number of compact discs in the collection was also increased in order to begin to circulate this type of material in all branches in the next fiscal year.

- The total circulation of all materials was 986,211. This is a decrease of 2.8% over the previous fiscal year. There was a dramatic increase in the number of reserve requests that were processed. In the fiscal year just ended 95,349 requests were handled compared with 75,659 in the previous year for an increase of 27%. The number of directional, information and reference questions answered was 259,558. The total number of patrons using library facilities was 884,084 for an increase of 2%. The number of new patrons registered, 11,722, showed an increase of 19%.

- KCPL began allowing library materials to be renewed via the telephone during this fiscal year and a very positive response has been received to this effort to improve service to patrons.

- The Technical Services Department added 33,593 items to the collection in fiscal year 1994-95 and withdrew 38,108 items. In May the staff set an all time record by processing 4,060 items in one month. This is 500 items more than the previous record which was set last year in May. The Department undertook a major project of recataloging all the videos in the collection to improve their accessibility to the public.

- Interlibrary loan service continues to be heavily used. Three thousand two hundred twenty-four books and periodical articles were sent to other libraries mostly in West Virginia. This was a 10% increase over last year. In addition 960 items were requested from other libraries to meet the information needs of Kanawha County Public Library patrons.

- The Dunbar Branch Library began operating a reference desk on Monday, Tuesday and Wednesdays from 3:00-5:00 PM to improve their ability to help students with their homework and research assignments.

Operations Highlights (continued)

- The Library began serving the new South Central Regional Jail. The Library can provide more items each month than was previously possible at the Kanawha County Jail as separate space is available to house these materials. Most of these materials are selected from donations the Library continually receives from the public.

- A broad range of standing and short term committees of library staff have worked hard this year to improve internal communication and enhance the library system's ability to render the best service possible. Some examples are:

  The Focus Committee, which was established to review various issues/policies and procedures and make recommendations to the Library Director. The Committee formed subcommittees to address issues such as the need for a staff dress code, a fax machine policy, and an idea for a library credit card.

  The Rotating Collection Committee, established to make recommendations/decisions for the development of a systematic assignment of items (adult, young adult, or video) for better use of these materials by the branch libraries.

  The Forms Review Committee, established to oversee the creation and implementation of systemwide forms and the associated procedures for their use in an effort to eliminate duplication of forms.

  The Meeting Room Committee, established to revise the Kanawha County Public Library's Meeting Room policy.

- Elizabeth Fraser of the Reference Department completed most of the work on compiling information for a new edition of the West Virginia Foundation Directory.

- A major systemwide effort was made to review various areas of the collection for out of date and worn materials.

- KCPL participated in a trial program offered by the West Virginia Library Commission to provide access to the First Search service. This is an on-line computer service of over 40 major databases. As this service proved very beneficial to augmenting the resources available in the Reference Department, KCPL will establish its own account to provide access to this service on an ongoing basis.

- Approximately 4,500 hours of volunteer time was given systemwide. These volunteer hours were very much appreciated as they resulted in the library staff being able to give better service to our patrons.

Personnel Management Highlights

- The Fifth Annual Staff Development Day was held in September at the John XXIII Pastoral Center. The day was divided into four segments and 20 different sessions were offered for the staff to choose from. Over 100 staff members participated in these training sessions.

- The Personnel Department coordinated external staff training opportunities resulting in 123 staff members attending 43 different seminars/workshops.

- Thirty supervisory staff members attended four sessions of the Zenger-Miller management training program. This training was made available through a cooperative effort with the Community and Technical College at West Virginia State College.

- In collaboration with Kanawha County Schools, 20 staff members received training and were certified in Basic First Aid and CPR training.

- KCPL implemented the first ever systemwide Dress Code for all staff members effective May 1, 1995.

- An agreement was signed between West Virginia Career College and KCPL to participate in the Work Study program. This agreement allows for KCPL to hire graduates from West Virginia Career College (for a period of six weeks) and the college, in turn, reimburses the Library for ninety percent of their salaries.

- A half day in-service training workshop was offered by the staff members who had attended a pre-conference on collection management at the Public Library Association conference.

- Twelve staff members attended the West Virginia Library Association's Children's Roundtable Workshop on sharing ideas for programs related to the 1995 Summer Reading Program. For the second year in a row this Roundtable has developed a statewide effort to use a theme and thereby maximize resources and time.

- Four staff members attended the Public Library Association Cluster Workshops held in Chicago, Illinois in March. The workshops were: Kids, Libraries and Technology, Special Delivery - Shaping and Sharing Your Libraries Message, Library Lighting and Wiring: Technology for the Future.

Personnel Management Highlights (continued)

- Six staff members attended a seminar held in Charleston entitled "Presenting Children's Literature" led by Dr. Caroline Feller Bauer, a nationally recognized author and lecturer.

- The Library Director attended the Southeastern Library Association conference in Charlotte, NC. She was elected Vice Chair/Chair elect of the Public Library Section.

- A dozen staff members attended the West Virginia Library Association Conference in Wheeling. Karen Arnett, Automation Manager, presented a session on tips for increasing your productivity by using a personal computer.

- A number of staff members took advantage of the opportunity to have short, individual meetings with a representative from the State Retirement system.

- Henry Pickens, Head of Safety & Security, offered two sessions of a workshop on security issues. One session was videotaped for use by staff members whose work schedules did not permit them to attend.

- Yvonne Farley of the Reference Department again offered six workshops this year aimed at developing basic reference skills in a variety of subject areas for paraprofessional staff members.

- Karen Arnett, Automation Manager, offered the first of four training sessions on the new electronic mail software. The staff have responded very enthusiastically to this new technology.

- A number of staff members worked on a self paced introduction to the Word for Windows software.

- Four staff members attended the Children's Literature Conference in Columbus, Ohio.

- Two staff members attended the VTLS Educational Conference and VTLS Eastern Users Group Meeting in Blacksburg, VA.

- Fifteen staff members attended a workshop presented by Children’s Services on the author Bill Peet, who was Read Aloud West Virginia’s featured author in March.

- Eight staff members attended a one day workshop entitled "Serving the Young Adult".

Personnel Management Highlights (continued)

- Three staff members attended a workshop on "How to Deal with Employee Attitude Problems". This in-house training was coordinated through Kanawha County Schools.

- Three staff members attended a seminar entitled "The Manager as Coach, Trainer and Team Leader".

- Eight staff members attended the WVLA Spring Workshop in Flatwoods.

- Four staff members attended the seminar "Legal Aspects of Employee Discipline and Evaluation".

- Marsha Holliday, Personnel Manager, participated in a seminar on "Worker's Compensation in West Virginia".

- Kelly Morrison from Deaf Education and Advocacy Focus of West Virginia presented two sessions of a workshop on deaf sensitivity awareness. Eighty-one staff members attended these sessions.

- Susanna Holstein, Clendenin Branch Manager, was promoted to the Assistant Head of the Charleston Children's Services Department. Tammy Parker was hired as the new Clendenin Branch Manager.

- Steve Christo was hired as Head of the Audiovisual Services Department.

- Richard Ressmeyer was hired as Development Director.

- Annette Harris Phillips was promoted to the position of Assistant Head of the Circulation Department.

- Julie Spiegler, Cross Lanes Branch staff member completed her Masters degree in library and information science from the University of South Carolina. Pat Abbott, Sissonville Branch Manager, completed here undergraduate degree from West Virginia Institute of Technology.

- Marsha Holliday, Personnel Manager, was appointed to the Advisory Committee at the Institute of Local Government of the Community and Technical College at West Virginia State College.

Automation Highlights

- The Electronic Mail software (Hewlett Packard's Desk Manager) was installed on the computer system in September. This software has made internal communication amongst all staff in all locations more efficient and timely. Access to this software also has been made available to the South Charleston Public Library.

- The first phase of the computer network upgrade was completed. All the wiring was completed and equipment installed at the Elk Valley and St. Albans Branch Libraries and at the Charleston Library.

- During January a spin off of the initial phase of our computer system upgrade was realized. We were able to recycle equipment resulting in the Clendenin Branch Library's terminals increasing from a total of 2 to 4. The communications speed of sending information was also increased by this replacement equipment. Also recycled equipment allowed the Cross Lanes Branch Library to increase its number of terminals.

- The Development Director and Automation Manager, in consultation with Kanawha County Schools and the South Charleston Public Library, compiled information to assemble a possible grant of more than $750,000 to initiate a CD-ROM network of various information databases that would be available to all three organizations as well as providing dial-in-access by the public.

- A seminar was held on how to start a computerized community freenet of local information. Representatives from various local community groups and other librarians in the State attended. The Director of the freenet in Charlotte, NC made a presentation on their program called "Charlotte's Web". Richard Ressmeyer, Development Director, coordinated this effort.

- A trial of the 3M Self Checkout machine was undertaken by the Circulation Department at the Charleston Library. Although great effort was put forth by both the Circulation Department and the Automation Department, the trial was discontinued after five months due to lack of compatibility with the version of VTLS software currently in use.

- Meetings were held with various representatives of the West Virginia Library Commission in regard to the federal grant they have received to upgrade the statewide computer network and establish "Infomines" in various libraries throughout the State.

Public Relations and Library Programming Highlights

- KCPL launched a major marketing program called "Library Know-how!" by preparing an eight page supplement on the Library's collections, services and programs. The supplement appeared in the April 9 edition of The Sunday Gazette-Mail and reached approximately 92,000 households. KCPL staff members stayed very busy participating in community events as part of the "Library Know-how!" campaign. Some of the events were: Senior Expo, Children's Festival of Friends, East End Association Fair, Children First Family Expo, CAMC's 55+ Fair, and CAMC's Baby Shower. Additionally, work was begun on a slide show to use with presentations to civic organizations.

- The Teacher's Packets were revised to include more information which was presented in a more readable style. One packet was sent to every public and private school teacher in Kanawha County in September. Packets included information on the Kanawha County Public Library system's hours, locations, and services and programs geared especially toward teachers and students.

- KCPL was represented at the Family Fun Fair at the new Switzer Center at Orchard Manor. The bookmobile staff as well as staff members from Children's Services gave out information about the library.

- The Library system received approximately 11,573 food items during its annual Food for Thought, Food for Fines campaign in December. This was an increase of almost 15% over the previous year. Four thousand nine hundred fines totaling $23,000 were forgiven and the food was distributed to local pantries and shelters throughout Kanawha County.

- All system locations again offered a series of preschool storytimes during the fall and spring. Some locations had more than one session each week to handle the demand and to accommodate working parents.

- KCPL again hosted a very successful "Imagination Celebration" program in October at the Cultural Center. More than 400 adults and children attended this program featuring storytellers Peanut Butter and Jelly, who gave an excellent program. Approximately 1,400 "Write For Fright" entries were submitted from Kanawha County Schools students and students from surrounding counties. Thirteen winners were selected and recognized at "Imagination Celebration". WOWK-TV 13 was the media sponsor and Mr. Spencer Adkins acted as the master of ceremonies during the recognition portion of the evening. Channel 13 did a follow up story on Halloween and interviewed the 13 winners. Cindy Miller, Public Relations Officer, and many staff members decorated the stage and served as greeters and ushers during this event.

Public Relations and Library Programming Highlights (continued)

- Federal and State tax forms were displayed for patrons who rely on the library system for these forms, particularly the specialized forms. Also in February and March tax help was available at most library locations from VITA volunteers to those who met the income requirements and to senior citizens from AARP volunteers.

- Each library location had displays in September celebrating Banned Books Week. WCHS-TV aired a story on this topic and interviewed various KCPL staff members.

- Summer reading programs continued to be popular among patrons. The Children's Summer Reading program was entitled "Adventurous Knights". A total of 2,830 children registered for the program and 1,359 completed the program. Those enrolled in the program read 46,791 books in eight weeks..

- The Young Adult Summer Reading program was called "Teens, Paint The Town Read" and focused on community involvement. A total of 299 teens enrolled in the program. One hundred fifty-six completed the program and a total of 2,957 books were read.

- Final parties and programs for the children and young adult summer reading programs were held in early August including a medieval fair offered at Cross Lanes. Various types of activities were offered throughout the day. An article about this program appeared in Metro West.

- A program was begun to encourage teens to volunteer at the library during the summer to assist with the children's summer reading program. This program far exceeded expectations with 176 teens volunteering 3,603 hours of service.

- The Annual Regatta Book Sale was held in late August with gross receipts of $12,375. This was the third year the sale was held at the Charleston Civic Center. Volunteers, including Job Corps students, Charleston Catholic High School students, and members of the Charleston Greenbrier Lions Club, assisted in the Book Sale.

- Each location offered an "Off to School" program for children entering kindergarten.

- St. Albans Branch Library began an afterschool storytime program for older elementary students, which was well received.

Public Relations and Library Programming Highlights (continued)

- A very well received Sunday program on Appalachian Music was held at the Charleston Library and was coordinated by Willard Reynolds of the Extension Department. Willard also presented a program of Appalachian ghost tales and music to the fourth and fifth grade students at Bridge Elementary.
- The young adult group at the Elk Valley Branch Library presented a very successful Halloween program attended by 39 children. These young people met a number of times to prepare games and decorations for the program.
- More than 80 people attended an evening of ghost tales at Clendenin. Young adults volunteered to decorate for this event and several Clendenin Branch Library members and community members as well as library staff told stories.
- St. Albans Branch Library had a very successful program on genealogy for fourth through sixth graders attended by 125 students. This program was presented jointly by library staff and members of the St. Albans Women's Club.
- A program on the Greenbrier River Trail attended by 42 people was held at the Charleston Library.
- Red Cross Baby-sitting workshops were held at Charleston, St. Albans and Marmet.
- A Chautauqua presentation of Carter Woodson was presented at Charleston.
- Programs on calligraphy were done at the Cross Lanes and Dunbar branches.
- St. Albans Branch Library offered a library camp in August for children in grades three through six. The children spent four hours taking a tour of the library, learning about reference books, viewing a video about library research and gaining hands on experience with the computer catalog. The St. Albans Board generously provided lunch and prizes. The program received a lot of positive feedback.
- A program on collectibles was held at the Elk Valley Branch Library.
- A homebuyers seminar was held at the Cross Lanes Branch Library.
- More than 160 students and adults attended a Chautauqua type presentation by Gary Brown on Governor William MacCorkle at the St. Albans and Charleston locations.

Public Relations and Library Programming Highlights (continued)

- A number of children's programs around the system in March featured author Bill Peet, who was Read Aloud's featured author this year.

- Library Update, KCPL's cable TV show, was aired 12 times during the year with a variety of community groups and KCPL staff participating in the interviews.

- Most locations set up information tables for all or part of a day at off-site locations to promote library card sign up month in September. For example Ethel Lindberg of the Cross Lanes Branch Library promoted the library's home improvement materials at the Lowe's store in Cross Lanes. Traletta Wallace and Pat Howell, Marmet Branch Library staff members, set up a table at the first parent and teacher conference at Marmet Elementary. Sissonville Branch Library staff distributed information at the open houses held at the Sissonville Middle School and Sissonville and Bonham Elementary schools.

- The Charleston Library was the site for three noontime discussion programs entitled "Beyond the Melting Pot". There was good attendance for the series which was done in conjunction with a conference held in November at the University of Charleston and as part of a new initiative from the National Endowment for the Humanities. Yvonne Farley of the Reference Department coordinated this discussion series.

- A presentation was made to the Kanawha County Schools Management Team in January. Richard Ressmeyer, coordinated these efforts. Presentations were made by Steve Christo on Audiovisual services, Terri McDougal on Children's services, and Sara Sue Wright on Reference services. In addition each member of the Management Team received a packet of information particularly aimed at our services and involvement with students and teachers.

- The annual West Virginia Library Association Library Appreciation Dinner was held February 20. A number of legislators attended as did a number of staff and local advisory Board members.

- Terri McDougal, Head of Children's Services, made a presentation on new children's books to 20 elementary school librarians who attended a Peer Coaching group meeting held in Charleston.

- "Snake's Alive!" Ron Cromer, herpetology specialist, presented a science program designed to give information on the lives, habits and characteristics of reptiles, especially snakes. "Snake's Alive!" was presented at the Dunbar and St. Albans Branch Libraries in July.

Public Relations and Library Programming Highlights (continued)

- In celebration of Woman's History Month Chautauqua presentations by Karen Vuranch portraying Mother Jones were held at Clendenin and Marmet branch libraries. Karen also did a presentation of her play "Coal Camp Memories" at Charleston to an audience of 85 people. Willard Reynolds, Bookmobile Assistant, played the music for the performance and made a great effort to encourage Bookmobile patrons to attend this excellent program.

- Work was concluded on the making of a video on how to use the Charleston Library for use with school tours. This was a cooperative project with students from Capital High School. The video features various library services and the collections at the Charleston Library. The script was written by Kim Dankovich, Reference Librarian.

- Elizabeth Fraser and David Schau of the Reference Department did a presentation on small business resources to a committee of the Chamber of Commerce and to Chamber staff. In addition Reference staff members developed bibliographies on the topics of various small business seminars sponsored by the Chamber and attended these seminars to answer questions about the library's resources.

- The Teen Volunteer Fair sponsored by KCPL was held at the Kaufmann's Court in Town Center Mall in May. Several other organizations joined KCPL in recruiting teens. This is the second year the library has sponsored this event.

- Patty Bergeron, Children's Branch Programmer, presented a number of interesting programs during the year. Some examples are: "Christmas Cakes and Chemistry with Dr. Strangeglove", "Charlie and The Book Bindery" with children's authors Roald Dabl and Richard Peck, "It's Raining Cats and Dogs" - weather folklore and stories, and "Pecos Bill and Friends: Tall Tales of Texas and Other Wild Places".

- The Charleston Library participated in the celebration of the City's Bicentennial in several ways. The Reference staff assisted numerous reporters and community members who were working on Bicentennial articles and projects particularly with photographs related to their topics. Susan Harper set up an exhibit of historical panoramic photographs from our collection. In addition two Sunday programs were arranged on topics that tied in to this celebration.

- The Sissonville Branch Library continued its ongoing art displays by local artists.

- The Children's Services staff coordinated finding readers and taping the "Book Nook" program for Kanawha County Schools from July through December.

- Meetings were held with the Director of Sunrise Museum and his key staff to discuss possible areas of cooperation in programming.

Physical Plant and Equipment Highlights

- The circulation area at the Dunbar Branch Library has undergone considerable changes this year. Worn out carpet was removed and replaced by tile. A new circulation desk that had been designed by Linda Miller, Branch Librarian, and built locally was installed. The need for a more functional desk had been identified as a need in the management audit.

- A set of automatic doors was installed at the St. Albans Branch Library to meet ADA requirements. The doors have received very positive comments from senior citizens and mothers with strollers as well as patrons trying to return an armload of books.

- Ongoing work on the front planter walls of the Charleston Library was completed.

- The book return room behind the Circulation desk on the first floor of the Charleston Library was remodeled as was the small previously existing work room in order to provide a little more work space for the staff members in that Department.

- The work rooms on the first and second floors of the St. Albans Branch Library were remodeled to improve the efficiency and effectiveness of staff working in those areas.

- The interior walls of the first floor of the St. Albans Branch Library were painted during April.

- The exterior of the Clendenin Branch Library was painted.

- The rest rooms at the Clendenin Branch Library had some handicapped fixtures added to meet ADA requirements.

- KCPL received and distributed to all units Material Safety Data Sheets (MSDS) on various cleaning compounds used by library staff members. This meets an OSHA requirement.

- The cooling tower for the air conditioning system at the Charleston Library was repaired.

- The phone systems at the Dunbar and Elk Valley Branch Libraries were replaced.

- A parcel of property adjacent to the Elk Valley Branch Library was leased in order to expand the parking lot.

Grants, Sponsorships and Special Recognition

- KCPL was presented a National Achievement Citation at the Public Library Association's Mid-Winter Workshops held in March in Chicago. The staff members were asked to provide suggestions as to what to submit for consideration. An entry was drafted by Richard Ressmeyer and submitted for the VolunTEEN program. This citation gives national recognition for significant, innovative activities that improve the organization, management or services of public libraries. This is the third citation that the Library system has received in the past four years.

- West Virginia Humanities Council provided funding for one of the library's three Chautauqua performances portraying Mother Jones during Women's History Month.

- Capital Cablevision provided financial support for printing and publicity materials for the "Food for Thought, Food for Fines" program.

- Many businesses contributed to the Summer Reading Program by supplying the library with prizes. Major contributors included: One Valley Bank and the Pepsi Cola Bottling Company.

- Underwriting for the "Library Know-how!" campaign publication which went out to approximately 92,000 households in the Kanawha County region was received from: Simpson & Osborne, Spilman, Thomas & Battle and from the Conwell Estate, the Deskins Estate and the Harry G. Straley Estate.

- Pepsi-Cola again sponsored a booth for the Library at the Chamber of Commerce's annual Cavalcade of Trade event. A number of staff members were involved in staffing the booth over the 2 1/2 days of this event.

Board of Directors Highlights

- Deeds were approved for the exchange of property with the Board of Education at Andrew Jackson Middle School. An agreement providing library patrons the use of the parking lot at the school was also approved. This action means the Library now officially has a site for a new Cross Lanes Branch Library.

- The KCPL Board approved the hiring of Silling and Associates as the architectural firm to design the new branch libraries. This firm was recommended by the Building Committee after reviewing the proposals for architectural services submitted by seven firms.

- The KCPL Board held a public meeting in April in the auditorium at Sissonville High School in order to solicit input from the Sissonville community about the concept of having a joint public library/high school library facility located at Sissonville High School. This meeting was widely publicized in the community. Approximately 60 people attended the meeting of which 15 registered to speak. After hearing the public comments the Board members present at the meeting did not believe there was sufficient community support to warrant changing the original proposal that had been submitted to the Superintendent of Kanawha County Schools.

- The KCPL Board adopted the Branch Contribution Plan submitted by the Long Range Planning Committee. This plan revises the method of calculating the annual contributions from the communities with branch libraries.

- The Guidelines for Considering Requests for Establishing and/or Expanding Service via Branch Libraries in Kanawha County was adopted by the KCPL Board. These proposed guidelines were submitted to the Board by the Long Range Planning Committee.

- The Executive Committee met with officials of Kanawha County Schools about the proposed Kanawha High School. The KCPL Board adopted a resolution supporting the investigation of a possible joint high school library/branch library facility at the site of the new high school.

- In a cooperative effort with the Kanawha County Board of Education, the Library Director and one KCPL Board member accompanied school system staff members on a trip to North Carolina to visit joint public library/high school library facilities.

- A revised policy was adopted for closing libraries during inclement weather.

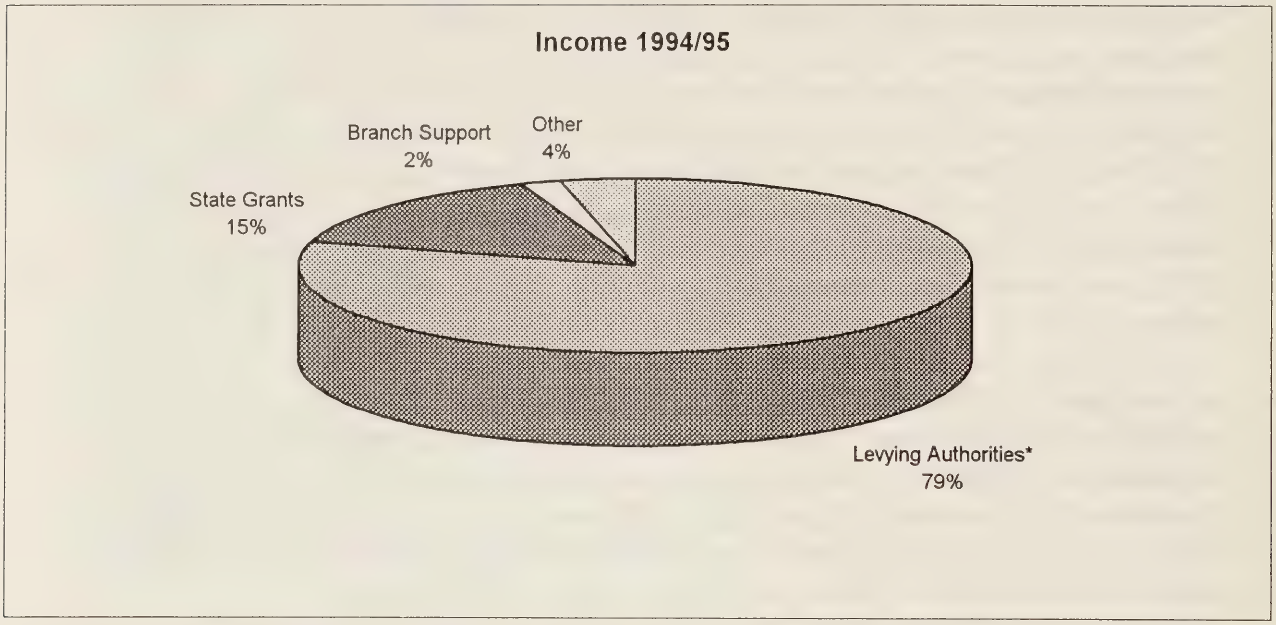
The Library Foundation of Kanawha County, Inc.

- KCPL established a Development Office and hired a full-time Development Director to expand advocacy and build new financial support for the system. Foundation Board members were appointed. They are: John L. Ray, President, Virginia H. Rugeley, Vice President, Linda G. Wright, Secretary/Treasurer, Frederick D. Ranson, Assistant Secretary/Treasurer, Nelle Chilton, William Maxwell Davis, Charles W. Loeb, Jr., and Martha G. Wehrle. The Development Director works with the Library Director, the KCPL Board of Directors, and the new Board of the Library Foundation of Kanawha County, Inc. to identify, cultivate, and secure gifts from individuals, corporations and foundations. It is anticipated that most new funds will be used for expansion of the KCPL resources for automation of information sources, as well as for physical plant projects.

- An important new feature of The Library Foundation of Kanawha County, Inc. is the introduction of the Library Friends Council. Since its start in Spring 1995, new individual and corporate memberships have been received each week. New Corporate Friends include Acordia of West Virginia, Kanawha Valley Advertising, McJunkin Corporation, Simpson & Osborne, and Spilman, Thomas & Battle. Membership contributions from the individual level through major gifts are welcome.

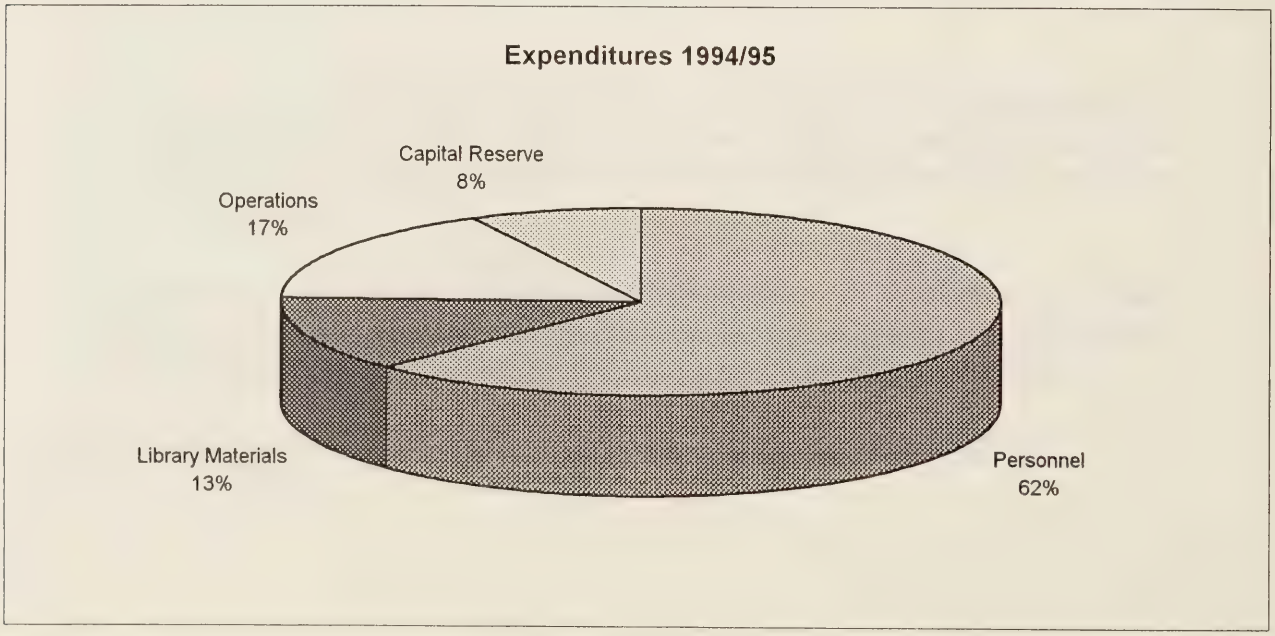
KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FY 94/95

Levying Authorities*	$3,715,162	79%
State Grants	$696,514	15%
Branch Support	$98,382	2%
Other	$167,000	4%


Income 1994/95

*Note: Levying Authorities include Kanawha County Schools, Kanawha County Commission, City of Charleston

Personnel	$2,918,074	62%
Library Materials	$613,000	13%
Operations	$786,768	17%
Capital Reserve	$359,216	8%


Expenditures 1994/95

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
AUGUST 14, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 14, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Carter
Ms. Chilton
Mr. Kauffelt
Mr. Moss
Mr. Reustle
Mr. Rolston
Mrs. Sloan
Mr. Smith
Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Ms. Nelle Chilton, Second Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Annual Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the Minutes of the July 17, 1995 Annual Meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Thomas, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $55,282.46 and General Bills in the amount of $73,943.52 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,406.45 duly certified and approved in accordance with the bylaws and on motion of Ms. Thomas, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July 1995, included were the following:

> July was a busy month with a number of summer reading programs presented. The theme "Readin' Ropin' and Ridin'" resulted in a wide variety of programs. A sample of these programs at Sissonville 32 children made stick horses from donated materials to ride off into the sunset; at Glasgow one of our volunteens, who is a Boy Scout presented a program on Indians to 20 children, a number of locations had the Wachu Indian dancers. A very nice feature article appeared in the Metro section after the Nitro Library's program. A number of teens attended a program on making dream catchers which was presented at most locations. Patty Bergeron, Children's Programmer, presented the program "Along the Santa Fe Trail" for grades 4-6. Patty told a number of stories and legends which illustrated the various cultures in the Southwest. This program was presented at

all locations. However, the two most popular programs this summer were the live appearances of wolves and snakes. The wolves appeared at several locations during June and July including a presentation to over 225 adults and children at Charleston. "Snakes Alive" made a return visit following last year's success. Two presentations each were held at Cross Lanes, Marmet and Charleston with over 1,250 people in attendance.

Despite good program attendance and in some instances great program attendance the circulation of materials fell by 9% over last July. Some of this decline could be attributed to the extreme heat and the parking situation in Charleston.

The Bookmobile appeared in the Riverfest Parade in St. Albans. Also a very nice feature article on the Bookmobile appeared in the Charleston Gazette on July 22.

Staff members attended several multi-day workshops offered by the School of Library and Information Science at the University of Pittsburgh. Jane Hughes, Cataloger, attended a workshop on cataloging non-print materials. Elizabeth Fraser and Yvonne Farley of the Reference Department and Judy Duncan, St. Albans Branch Librarian and Sandra Turner, Elk Valley Branch Librarian attended Internet workshops.

The Reference Department has initiated a trial project in which patrons who call the Library when we are closed will be given the opportunity to select a voice mail box and can leave their name and number and question. The questions will be researched and the patron contacted on the next day the library is open.

Volunteens have again played a major role in assisting the staff this summer. Literally thousands of hours have been donated. A few examples from July: in Dunbar 20 teens volunteered 247 hours, in Cross Lanes 25 teens worked 333 hours, in Elk Valley 19 teens gave 227 hours and in Marmet 9 teens volunteered 103 hours.

Report of Committees.

1. Financial Affairs Committee. Mr. Smith, Assistant Chair reported that a meeting of the Financial Affairs Committee was held August 14, 1995 to consider the following:

A. Request for authorization to purchase furniture and equipment. After discussion and upon a motion by Mr. Smith, seconded by Mrs. Carter, and unanimously carried, the following resolutions were adopted:

READER PRINTER MACHINE

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for the purchase of a reader/printer machine for use in the Reference Department, and;

FURTHER RESOLVED, That they are authorized to accept the lowest appropriate bid in an amount not to exceed $9,800.

FAX/COPIER/LASER PRINTER MACHINE

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for the purchase of a fax/copier/laser printer machine for use in the Reference Department, and;

FURTHER RESOLVED, That they are authorized to accept the lowest appropriate bid in an amount not to exceed $9,500.

FAX MACHINES FOR BRANCH LIBRARIES

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for six (6) facsimile machines for use in the branch libraries, and;

FURTHER RESOLVED, That they are authorized to accept the lowest appropriate bid in an amount not to exceed $6,000

COST FOR ROOM 97 RECOVERY

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to spend up to $25,000 from the Contingency Fund in the FY 95/96 budget for shelving, personnel expenses and other costs related to correcting the shelving problems in "Room 97".

B. Consideration of carry forward request for FY 1994/95. Mr. Smith gave a brief overview of the items listed below to be carried forward. Upon a motion by Mr. Smith, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That certain funds authorized to be spent in FY 1994/95, but not actually spent in that year be carried forward and expended in the 1995/96 fiscal year and the total amount of $647,753 be added to the budget for FY 1995/96, as follows:

LINE ITEM	*AMOUNT*
Library Materials	39,500
Reserve-Improved Collection	45,000
Reserve for Capital Expenditures	479,384
Automation Equipment Purchase	10,000
Programs	2,000
Library Supplies	9,000
Furniture and Equipment	19,000
Booksale	5,558
Freight	6,640
Personnel Expenses	5,000
Printing	1,560
Office Supplies	3,019
Advertising	500
Building Improvements	11,754
Travel & Training	3,000
Building Repairs & Maintenance	6,008
Education	830
TOTAL	647,753

2. Membership Committee. Ms. Chilton presented one new candidate for membership to the Board of Directors, Dr. Kenneth R. Bailey, of Elkview, West Virginia, who is a member of the faculty at West Virginia Institute of Technology, Montgomery, West Virginia.

Upon a motion by Ms. Chilton, seconded by Mrs. Carter and unanimously carried, it was moved that Dr. Kenneth R. Bailey, be nominated to fill the unexpired term of the Rev. Dr. Frederick Bannerot, III, ending June 30, 1996, and that a letter seeking approval of this appointment be sent by the Library Director to the Kanawha County Board of Education.

3. Public Services Committee. Mr. Moss, Chair, reported that a meeting of the Public Services Committee was held to discuss the need to implement a policy regarding damage to personal equipment of patrons using Audiovisual materials. After discussion and upon a motion by Mr. Moss, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library is not responsible for damage to personal computer or audiovisual equipment of the patron caused by edited or altered software or audiovisual material, and;

RESOLVED FURTHER, That the Library Director is hereby authorized to implement this policy throughout the Kanawha County Public Library system effective immediately.

Old Business.

1. Library Foundation. Mr. Ressmeyer, Development Director, gave an update of ongoing activities of the Library Foundation of Kanawha County, Inc. and the Library Friends Council.

2. Cross Lanes. Ms. Wright, Library Director, informed the Board that the Building Program has been written and submitted to the Architectural firm of Selling & Associates for their review.

A meeting was held July 18, 1995 with The Honorable Gary King, President, Kanawha County Commission, as to a request from the Library for financial assistance pertaining to the building projects at Cross Lanes and Sissonville. The Library will be placed on the agenda of the next County Public Committee meeting to formally request these funds.

3. Sissonville. It is our understanding that a letter is forthcoming from Dr. Jorea Marple, Superintendent, Kanawha County Schools, agreeing to the original proposal regarding a site for the new Sissonville Library. The approval of this proposal is contingent on a resolution of an issue pertaining to the relocation of the school's playground.

4. Kanawha High School. A response has been received from Kanawha County Schools as to a draft agreement pertaining to the proposed joint library/media center located at the new Kanawha High School. A meeting will be scheduled to discuss these issues.

5. South Charleston. Ms. Chilton informed the Board that ongoing group meetings exploring possible cooperative efforts between the South Charleston Public Library and the Kanawha County Public Library system have been very positive and will continue. Ms. Chilton commended Mr. Mike King, President of the South Charleston Library Board, for his efforts facilitating these meetings.

New Business.

1. VolunTEEN program. After discussion and upon a motion by Ms. Thomas, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library hereby commends the staff and volunTEENs for their active participation in the KCPL 1995 VolunTEEN program and extend their appreciation for the many hours of service that were donated, and;

FURTHER RESOLVED, That a copy of this resolution be mailed to each teen participant.

2. Staff Retirement Recognition. The Library Director reported that Ms. Nova Casto, Library Assistant at the Elk Valley Branch Library, has announced she plans to retire on September 1, 1995. Ms. Wright read a proposed resolution, and upon a motion by Mr. Kauffelt, seconded by Mrs. Carter, and unanimously carried, the following resolution was adopted:

WHEREAS, Ms. Nova Casto has been employed by the Kanawha County Public Library since March 1, 1973; and

WHEREAS, Ms. Nova Casto has fulfilled the responsibilities of her position as Library Assistant with effectiveness, efficiency, diligence, competence and integrity; and

WHEREAS, Ms. Nova Casto has submitted notification of her intent to retire September 1, 1995 after twenty-two years of service;

THEREFORE, BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the twenty-two years of dedicated service rendered by Ms. Casto.

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Casto.

3. Appointment of Committees. The Board of Directors Standing Committing and Ad Hoc Committee listings for FY 95/96 were distributed.

Up coming Library Events.

Regatta Book Sale has been scheduled for Saturday August 26 from 9:00 a.m. to 5:00 p.m. and Sunday, August 27 from 1:00 to 5:00 p.m. at the Charleston Civic Center, parlors A, B, C, & D.

There being no further business, the meeting adjourned.

Second Vice President

Linda S. Wright
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
SEPTEMBER 11, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mr. Fontalbert
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Ms. Poffenbarger
Mr. Ray

Mr. Reustle
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mr. Smith
Ms. Thomas
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the August 14, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount of $50,606.49 and General Bills in the amount of $95,301.32 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $711.89 duly certified and approved in accordance with the bylaws and on motion of Mrs. Glasser, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August 1995, included were the following:

> Several in-house training sessions were held in August. The Children's Services Department offered a storytime resource workshop, the third session of six of the Reference training workshop for paraprofessionals and the second sessions of a series of four workshops of electronic mail training was held.
>
> The growth of the audiovisual collection has resulted in that staff reviewing the categories marked for various types of music. As a result of this review the "popular" category has been reorganized so that country, new age and gospel/Contemporary Christian music will each have their own distinctive colored labels to make them easier to find.

Great progress has been made on the recovery project from the shelves falling in Room 97. All the books have been reshelved and are in shelf order. The first order of replacement shelving has been received and are in place. Another order of shelving should arrive within the next month. Elizabeth Fraser, Assistant Head of Reference, has done a great job of organizing and supervising this recovery effort.

The final figures for the 1995 Summer Reading program have been compiled. The children's program had 2,572 children enrolled and they read 43,385 books. The young adult program had 278 teens enrolled and they read 2,697 books.

Library camp programs were offered at the Dunbar, Elk Valley and St. Albans branches. This is a four hour program for grades 4-6 to teach the children how to use the on-line catalog and various types of reference materials. WPBY taped some segments of one of the two library camp sessions held at St. Albans. These were then shown as a part of a half-hour program focused on the State's public libraries particularly funding of them. Richard Ressmeyer, Development Director, was on a panel that included Fred Glazer and the Director of the Putnam County Library.

Some other programs of interest held during the month were programs on clowns at the Glasgow and Marmet libraries in honor of National Clown Week. 88 children and adults attended the Marmet program.

The Bookmobile again appeared in the Regatta parade. The Booksale was a great success. Our gross receipts were just over $15,400 about $2,000 more than our previous record. The Booksale Committee and the many other staff members who directly or indirectly contribute time and effort to the Booksale are to be congratulated on this success. Publicity for the Sale was also especially good this year.

1. Long Range Planning Committee - Mrs. Rugeley reported that a meeting of the Long Range Planning Committee was held Tuesday, August 28, 1995 at 4:00 p.m. in the Board Room of the Charleston Library to discuss:

A. South Charleston. Ongoing group meetings continue exploring possible cooperative efforts between the South Charleston Public Library and the Kanawha County Public Library system.

B. Draft Plan of Activity. The Draft Plan of Activity (see attached) was distributed and Mrs. Rugeley requested that each Board member review and react to this document. Any suggestions/recommendations should be forwarded to her or the Library Director. This document, when revised and approved, will update the Long Range Plan. The next Long Range Planning Committee meeting is scheduled for Tuesday, October 24, 1995 from 4:00 p.m. at the Charleston library

2. Personnel Committee. Mrs. Glasser reported that a meeting of the Committee was held September 11, 1995 prior to the regularly scheduled Board meeting to discuss the annual report of the Personnel Department, reorganization of services provided by the Extension Department, reorganization of the Reference Department, and a request for staff to attend the upcoming annual conference of the West Virginia Library Association. After discussion and upon a motion by Mrs. Glasser, seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That 15 staff members be authorized to attend the annual conference of the West Virginia Library Association, October 19-21, 1995 at Canaan Valley and that expenses be paid in an aggregate amount not to exceed $3,500

Old Business.

1. Board Orientation. Ms. Wright reported that a Board Orientation session was held August 22, 1995 at the Main Library in Charleston. One Board member, one nominated Board member, and two Advisory Board members from St. Albans were in attendance. This session provided information about the governance and organization of the Library, the current budget and long range plans. The orientation concluded with a tour of the Charleston library.

2. Cross Lanes. Ms. Wright reported that deeds have been negotiated with Kanawha County Schools to exchange our present piece of property at the Andrew Jackson Middle School for a larger piece of property at the school. An agreement for joint use of the school's parking lot has also been concluded. A presentation will be made to the Kanawha County Commission at a meeting on September 14 to request major funding to assist in our efforts to have larger buildings at Cross Lanes and Sissonville. Advisory Board members from Cross Lanes and Sissonville will take part in this presentation. Packets will be given to the County Commissioners for visual representation.

3. Center for the Arts, Science and Education (CASE). Mr. Ray reported that Mr. Newton Thomas has been named the Chair of CASE. Mr. Ray has been named to the Executive Council. Bylaws have been adopted and Standing Committee's are being formed. The Architectural firm will submit schematic drawings of the Center sometime this fall, with fund raising to follow.

4. Kanawha High School. KCPL continues to negotiate with Kanawha County Schools regarding having a joint public and high school library at the new Kanawha High School.

New Business.

Staff Development Day - October 4, 1995. The Library Director reminded everyone of this event to be held at the John XXIII Pastoral Center, Charleston, West Virginia.

There being no further business, the meeting adjourned.

President

Emma S. Wright

Secretary

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
HELD ON
SEPTEMBER 29, 1995

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, September 29, 1995 at 11:30 a.m. in the Board Room of the Library.

The following members were present:

Mr. Kauffelt
Mr. Ray
Mr. Rolston
Mrs. Rugeley
Mr. Smith
Dr. Wallace
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The only item of business was to discuss a proposed Agreement between the Kanawha County Board of Education and the Kanawha County Public Library for providing a joint public library/school library media center in the proposed new Kanawha High School.

After discussion, on motion duly made and carried, with Mr. Walters abstaining, the following resolution was adopted:

RESOLVED, That the Agreement between the Board of Education of the County of Kanawha and Kanawha County Public Library ("KCPL") submitted to this meeting be and the same is hereby approved; and

RESOLVED FURTHER, that the President is hereby authorized to sign the Agreement on behalf of KCPL; and

RESOLVED FURTHER, that the President is also authorized with the advice and approval of the Executive Committee and the Library Director to agree to amendment of the Agreement, provided that such amendment contains no additional financial commitment by KCPL and/or no major change in the substance of the Agreement.

There being no further discussion, the meeting adjourned.

John L Ray
President

Secretary

AGREEMENT

THIS AGREEMENT, entered into this 30th day of September, 1995, by and between the Board of Education of the County of Kanawha (hereinafter "Board") and the Kanawha County Public Library (hereinafter "Library").

WITNESSETH

WHEREAS, the parties hereto have determined to combine available resources to provide comprehensive library services that will be available to the students and staff of the new high school to be located in eastern Kanawha County and to the general public; and,

WHEREAS, the parties hereto desire to establish a formal structure that will provide oversight for the library service program in the areas of budget and finance, general program operations, and, personnel and to articulate the various duties and responsibilities of the parties hereto relative to the library services program.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. Library/Media Center Facility Design.

1.1 Library Representation. The Kanawha County Public Library Board of Directors shall designate two representatives to participate in the design phase of the library/media center that is to be a part of the new high school facility. The final design must be approved by the Kanawha County Public Library Board of Directors.

1.2 Relevant Standards. The design of the library/media center shall take into account published standards, including but not limited to West Virginia Board of Education Policy 6200, that are relevant to high school facilities that serve 1,300 students and public library branch facilities that serve 20,000 persons.

1.3 Location. The library/media center shall be located so as to facilitate ease of access by the general public and proximity to public parking areas and be readily visible to anyone coming to the high school site.

1.4 Additional Square Footage Requirements. In addition to the square footage requirements to be absorbed by the Board's budget, which shall consist of not less than 10,000 square feet, the following requirements will be observed to accommodate the Library's needs.

Additional Requirements		*Square Footage*
Circulation space		50
Children's room		1,200
Children's area storage		100
Children's program space		400
2 Quiet areas @ 100 sq. ft. each		200
Miscellaneous space		50
Work and storage area for bookmobile with adjacent covered loading dock		1,000
	TOTAL	3,200

The above-described space shall be incorporated into the design of the library/media center facility. The Library shall contribute $100,000.00 toward the cost of such space if the Library can raise and/or secure commitments for said amount from other organizations, including but not limited to, foundations, corporations and the Kanawha County Commission, as well as individuals on or before June 30, 1996.

1.5 Design Features. The following design features shall be given consideration in the design of the library facility:

(a) A minimum of 12 parking spaces designated for library patrons (one of which will be designated as parking for handicapped). The parking spaces should be readily accessible to the library/media center. A greater number of parking spaces may be mutually agreed upon by the parties hereto:

(b) The library facility should be located in a cluster with a television studio, computer laboratory, and a classroom with sufficient space to accommodate 75 persons assembled in public meetings. Consideration should also be given to the location of the library facility near the Wellness Center.

2. General Operation.

2.1 Administration. The Library shall be responsible for the administration of library service activities including, but not limited to, the following: the employment and supervision of staff: the establishment of policy for the acquisition, handling and circulation of library materials; the determination of hours of operation for the public; the establishment of policy for patron behavior; and the establishment of policy for the use and scheduling of meeting rooms for activities unrelated to the school. *Note: Students who use the library/media center shall be subject to both the rules of behavior established by the Library and the School's Code of Conduct.*

2.2 Complaint Response. The Library Director shall be responsible for responding to complaints from the public that relate to the operation of the facility. The school principal shall be responsible for addressing concerns that relate to facility maintenance, security and safety

2.3 Personnel. The Library shall employ a full-time professional librarian to administer the library/media center and a full-time media specialist certified by the West Virginia Department of Education and employed during the nine month period in which the high school is in session. The Library shall also employ two (2) full-time equivalent support staff. It shall be the responsibility of all personnel employed by the Library to provide services to both students and the public. The media specialist shall serve as a liaison between school faculty and the library/media center and shall coordinate class visits, assignments and other curricular activities. The Principal shall designate a member of the school staff to facilitate school use of library resources.

2.4 Code of Conduct. The school code of conduct shall include such rules as are deemed reasonable and necessary to regulate student use of the library, including provisions for the timely return of borrowed books and materials and for the payment of overdue charges.

2.5 Materials Collection. The present library materials collection at Dupont High School, East Bank High School and the Library's Bookmobile Services unit will be thoroughly weeded and integrated to form the nucleus to the library/media center collection. The collection shall be merged into the Library's materials computer database. Students and the public shall have access to the entire collection. Materials shall be coded for identification as to those purchased with Board funds and those purchased with Library funds. The acquisition of library materials shall be coordinated to avoid unnecessary duplication of materials.

2.6 Board Funding. The Board shall pay for the construction of the building and for all of the bookshelves, equipment and furniture for the library/media center, except as herein otherwise provided. The Board agrees to allocate to the new high school on an annual basis the applicable per student amount for the acquisition of library materials. The Board also agrees to compensate the Library on an annual basis the sum of $42,000.00 for services rendered under the terms of this agreement. Such sum shall be annually adjusted for changes in costs incurred by the Library in operating the library/media center.

2.7 Library Funding. The Library shall allocate on an annual basis the sum of $25,000.00 for the acquisition of library materials for the library/media center, provided (i) the size of the facility is not less than 12,000 square feet and (ii) the operation of the Library is not adversely affected by financial exigencies arising from changes in the law or otherwise. The Library shall be responsible for the operational costs associated with ordering and processing library materials for the library/media center.

2.8 Materials Selection. Library materials purchased shall be selected in accordance with the Kanawha County Public Library's Materials Selection Policy. Such library materials shall be available to patrons of all ages, including students, on a "first come-first served" basis in accordance with the **Library Bill of Rights** (see attached) issued by the American Library Association and the American Book Publishers Council. Materials purchased with funds furnished by the Board will be selected by representatives of the Principal of the high school.

2.9 Materials Disposition. Upon the termination of this agreement all library materials shall be deemed owned by the party hereto that funded the purchase of such materials.

3. Equipment.

3.1 Classroom Equipment. The Board will be responsible for the purchase, storage, and maintenance of equipment used exclusively in the classrooms. Such equipment shall be managed by school personnel.

3.2 Acquisition. The acquisition of future equipment or furnishings for the library/ media center shall be by mutual agreement of the parties hereto. Each party shall bear an equal share of the cost of such acquisitions. Acquisitions shall be made through the Board's purchasing offices and the Library shall reimburse the Board for its share of the cost upon receipt of an invoice from the Board. Upon termination of this agreement all property separately purchased by the Board shall be deemed owned by the Board. All jointly purchased property shall be divided as mutually agreed upon by the parties.

3.3 Computer Network. The Library shall assume the initial cost of equipment and wiring needed to link the library/media center to the Library's computer network. Future upgrades of the computer network shall be extended to the library/media center on the same terms such upgrades are extended to other branch libraries. Procedures for the use of the computer network shall be determined by the Library. Note: There is a need to distinguish that the network is different from stand alone computers or a computer lab.

4. Utilities.

4.1 Reimbursement. The Library shall reimburse the Board for one third the cost of all utilities, including telephone, gas, electricity and water, that are incurred through the operation of the library/media center. Such reimbursement shall be made upon receipt of an invoice from the Board and copies of related utility bills. Allocation of such utility costs between the parties hereto shall be pro-rated on a square footage basis (that is to say, the library/media center square footage divided by entire building square footage), except for telephone costs which will be allocated as the parties hereto mutually agree.

5. Insurance.

5.1 Each party of this Agreement shall maintain usual and customary insurance coverage for comprehensive general liability, professional liability and property damage and, upon request, will provide each other with evidence of such insurance coverage.

6. Facility Identification.

6.1 Signage. Appropriate signage shall identify the library/media center as a branch of the Kanawha County Public Library.

7. Facility Maintenance, Repair and Expansion.

7.1 Custodial Services. The Board shall provide all custodial services for the library/ media center.

7.2 Maintenance. All maintenance, including mechanical, electrical, heating and cooling, interior and exterior structure, and roof, shall be the responsibility of the Board.

7.3 Expansion. Either the Library or the Board may propose future additions to the library/media center. Upon approval of plans for the design of any such addition by both parties hereto, the proposing party may proceed with construction of the addition. The cost of any such addition shall be shared equally by the parties hereto. The replacement of any electrical, mechanical, heating or cooling equipment, carpet, painting shall be the responsibility of the Board. Any costs associated with the expansion of the Bookmobile service shall be the responsibility of the Library.

8. General.

8.1 Termination. At any time prior to March 31, 1996 the Board may elect to terminate and/or cancel this agreement without cause by giving written notice of such election to the Library.

8.2 Term. Subject to the provisions of paragraph 8.1 above, the term of this agreement shall commence as the date hereof and shall continue until June 30, 1996. The agreement shall be automatically renewed annually on June 30th of each year thereafter unless one party shall notify the other in writing not less than one year prior to such anniversary date that it intends not to renew this agreement.

8.3 Amendments. This agreement may be amended from time to time with the written consent of the parties hereto. Supplemental agreements may be entered into by the parties on mutual agreement.

THE BOARD OF EDUCATION OF THE COUNTY OF KANAWHA	KANAWHA COUNTY PUBLIC LIBRARY
By ____________________	By ____________________
Its ____________________	Its ____________________

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON

OCTOBER 9, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 9, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Carter
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Ms. Poffenbarger
Mr. Ray
Mr. Reustle
Mrs. Rugeley
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Introduction of New Board Member. Mr. Ray introduced and welcomed Dr. Kenneth R. Bailey to the Board. Dr. Bailey will fill the unexpired term of Reverend Dr. Frederick Bannerot ending July 30, 1996.

Correspondence. The Library read the following correspondence.

1. A letter from Kanawha County Schools approving the appointment of Dr. Kenneth R. Bailey to the Kanawha County Public Library Board of Directors. This letter is hereby attached to the minutes of this meeting.

2. A letter of thanks from Ms. Julie Spiegler, Cross Lanes Branch Library, acknowledging Kanawha County Public Library tuition's assistance policy that allowed her to obtain a Master's Degree in Library and Information Science. This letter is hereby attached to the minutes of this meeting.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the Minutes of the September 11, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $33,304.69 and General Bills in the amount of $72,188.14 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,804.10 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September 1995, included were the following:

> One of the priorities for staff training activity this fiscal year is to improve computer skills. 26 staff members attended two sessions of a hands-on six hour workshop on the basics of Microsoft Windows and Word for Windows at the Community and Technical College at West Virginia State. Staff gave the session very high marks and future sessions are being planned. Other training activity in September included eight staff members attending two workshops offered by the Ohio Valley Library system which is an association of public libraries in southeastern Ohio. One workshop was entitled the Art of Readers Advisory and the other topic was Library Outreach to School Children.
>
> A new edition of the West Virginia Foundation Directory is now available. Elizabeth Fraser of the Reference Department did the research and compiled the information and Dallas Sheldon entered the data on the computer and has printed and collated the copies. Copies are $15.00 plus $2.50 shipping and handling.
>
> Teachers packets were distributed to each public and private school teacher in the County to let them know of our services that are particularly designed to be of assistance of teachers.
>
> A very good article on a family using the Charleston Library appeared in the Sunday Gazette Mail on September 24.

The Kanawha-Putnam Home Educators group visited the Charleston Library September 21. 16 preschoolers were given a storytime and 37 students in grades 1-5 were given tours of AV and Childrens and 45 adults and students in grades 6 and up were given tours of AV and Reference. Terri McDougal coordinated this visit.

September was library card sign up month and we were in a number of schools to encourage obtaining library cards. Registration tables staffed with library personnel were at the open houses at Pinch and Shoal elementary schools and at the PTA meeting at Cross Lanes Elementary and the PTO meetings at Point Harmony, Marmet and Piedmont elementary schools. Dunbar Branch staff members had a very successful day at Dunbar Junior High School where they set up a table in the school library and had visits from each language arts class. In addition we had a table that evening at the PTO meeting. As a result 120 new cards were issued and 190 records of previous card holders were updated. Other library card sign up month activities included registration tables at the Post Office and K-Mart in St. Albans.

Successful programs this month included library camp at Charleston and Elk Valley for 4th through 6th grades, a low fat cooking program at Sissonville and a family program entitled "Fossil Fun" at Cross Lanes that had 33 in attendance. A series of small business programs was begun at St. Albans. This series is a cooperative venture with SCORE, the SBA and the South Charleston Public Library.

Staff members Karen Arnett, Elizabeth Fraser, Alice Riecks and Board members Terry Fontalbert and Parker Smith visited the Westerville Ohio Public Library on September 6. Westerville is a suburb of Columbus and is a VTLS customer. The purpose of the trip was to view the technology they have installed; a file server, CD-ROM server, Internet access, and a full image periodical database.

Old Business.

1. Sissonville. A meeting was held with the Sissonville Area School Superintendent, the Principal of Flinn Elementary and Kanawha County Public Library staff to discuss parking issues on the proposed site of the new library. As a result of this meeting the Area Superintendent has recommended to the Kanawha County School Superintendent approval of the Library's proposal. Silling and Associates are currently working on schematic drawings of possible options for the joint parking lot.

2. Kanawha County Commission. A presentation was made to the Commission at a meeting on September 14 to request major funding to assist in our efforts to have larger buildings at Cross Lanes and Sissonville.

3. Kanawha High School. A Special meeting of the Board of Directors was held September 29, 1995 at which time an Agreement between Kanawha County Public Library and Kanawha County Board of Education regarding a joint public and high school library at the new Kanawha High School was approved. This agreement has been forwarded to the Kanawha County Board of Education for its consideration.

4. South Charleston. The Library Director gave an overview of the ongoing meetings between Kanawha County Public Library and the South Charleston Public Library. The final report of the Joint Planning Committee previously distributed to the Directors was discussed. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Final Report of September 25, 1995 of the Joint Planning Committee of Kanawha County Public Library and South Charleston Public Library is hereby approved.

A joint meeting of the Board of the South Charleston Public Library and the Kanawha County Public Library Board of Directors has been scheduled on November 16, 1995 at 4:30 p.m. at the South Charleston Public Library

There being no further business, the meeting adjourned.

John L Ray
President

Secretary

9-19-95

To: Linda Wright and the KCPL
Board of Directors

I wanted to thank you and the board for making it possible to attain my master's degree from the University of South Carolina.

I've enclosed a copy of my degree I just recieved and a copy of a "Letter to the Editor" I wrote earlier this month. I've yet to see it in the Daily Mail but wanted to publicly acknowledge KCPL's policies that made all of this available for me.

Once again, thank you all for your support —

Julie Spigler, MLIS
Cross Lanes Branch

Kanawha County Schools
200 Elizabeth Street, Charleston, West Virginia 25311-2119 • Phone (304) 348-7732 • FAX [304] 348=1934
Jorea Marple, Ed.D., Superintendent

RECEIVED
OCT 3 1995

October 3, 1995

Ms. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Ms. Wright:

In action taken by the Kanawha County Board of Education on Thursday, September 21, 1995, Dr. Kenneth R. Bailey was unanimously approved to complete the unexpired term of Reverend Dr. Frederick Bannerot ending July 30, 1996. This action was taken in response to the resolution adopted by the Library Board of Directors at its August 14, 1995, Board meeting.

Sincerely,

Jorea Marple, Ed.D.
Superintendent of Schools

JMM/bje

Kanawha County/South Charleston Public Libraries
Joint Planning Committee
Final Report
September 25, 1995

Summary

Representatives from the Boards and staffs of both Kanawha County Public Library and South Charleston Public Library have been meeting to consider how to improve the effectiveness and efficiency of delivering library services to the citizens of Kanawha County and South Charleston.

All agreed that the goal was to collaborate for efficient and effective utilization of limited resources for the benefit of all citizens of Kanawha County. Criteria for success for any project will be: increased ability to work together, approval by both Boards, improved level of service to all county citizens, more efficient use of resources, ability to pay for itself (with existing funding or outside financial resources), staff approval, seamless delivery, perception by community as an improvement, and clarification of the relationship and services of each institution.

During the discussion on June 21, many possible projects were considered. Among them were: children's programs, uses of technology, staff training, and continuing education for both staff and public. As the libraries already share a database for materials, technology was considered to be the most viable option.

At the July 26 meeting, the committee explored the current applications of technology at other libraries. Public access to information on CD-ROM was considered to be most achievable and would meet the criteria for success. This was particularly true since KCPL staff, in conjunction with the Kanawha County Schools and SCPL had submitted a preliminary grant draft to the Clay Foundation. This grant would provide both the CD-ROM products and the necessary hardware for KCPL, SCPL, and the middle, jr., and sr. high schools. Some of the products would be available over a Wide Area Network (WAN), with others located at individual libraries.

The Clay Foundation reacted positively to the initial proposal. Mr. Charles Avampato met with Richard Ressmeyer and Karen Arnett of KCPL to discuss further the implications and benefits of the project. Mr. Avampato will present the proposal to the Foundation in late 1111September. If the project is only partially funded by the Clay Foundation, other sources of funding will be sought.

If implemented, the availability of CD-ROM information will benefit both the KCPL and SCPL systems as well as the community. This project will enable KCPL to provide more information and services at an easily accessible locations. It will alleviate some of the strain on resources at SCPL and will provide access to the expertise of KCPL technology personnel. Collaboration and cooperation have many potential opportunities for both libraries and benefits to all citizens. Some of these include: elimination of duplicative expenses, more effective deployment of resources, increase library services to all citizens, enhanced communication between the libraries, improved coordination of services, improved technical support, and improved library advocacy and public education.

It is anticipated that this project will be operated jointly after it is developed. All future oversight and policies will be the responsibility of both libraries in concert with each other.

The Committee is dedicated to seeking future ways to work together to provide "seamless" quality library services to all residents of the county. Two future projects rated high under the criteria for success were time-sharing of a staff position to advance information technology and a computer lab.

Kanawha County/South Charleston Public Libraries
Joint Planning Committee
Final Report

Committee Charge/Objectives

The Joint Planning Committee of the KCPL and SCPL Libraries have conducted a series of meetings (June 21, July 26, August 22, and September 12) to 1. explore the feasibility of joint venture opportunities for existing or new services, 2. create and environment of trust and positive working relationships at all levels of both organizations, 3. demonstrate to the South Charleston City Council that a joint project can bring economic benefit to the South Charleston Public Library and 4. work together to utilize limited resources while simultaneously enhancing or improving the level of services to our constituents.

Planning Process

The Committee followed a planning process that followed the steps outlined below:

a. Brainstorm opportunities
b. Establish success criteria
c. Select an opportunity
d. Evaluate opportunity
    1. gather information/collect issues
    2. analyze impact
    3. determine cost/benefit
e. Make decision whether to recommend to each Board
f. If yes, develop plan

The committee identified the following criteria that would be used to evaluate the success of this process. Any proposal for joint venture will meet the following criteria:

1. increase the level of communication and trust between the two organizations.
2. require the approval and support of both organizations.
3. improve the level of service to our communities.
4. use resources more efficiently.
5. pay for itself within existing financial resources or generate "outside" dollars.
6. enhance the staff's ability to deliver services.
7. be viewed by community/patrons as a positive addition.
8. clarify the relationship between the two organizations. emphasizing increased coordination as a system and highlighting the complimentary services of each.

The committee then brainstormed potential ideas with much discussion. The following list was compiled:

1. Space
2. Parking
3. Number of people arriving at SCPL
4. Children's programs
5. Uses of technology (staff support)
6. Uses of technology (public access to information)
7. Professional development of staff
8. "On line" education
9. Library advocacy
10. Community collaboration to develop "free" information database(s)
11. Continuing education for public

The committee then consolidated #10 with #6 noting that #8 also had relevance to this use of technology. The group multi-voted the ideas and established three top priorities: 1) uses of technology; 2) "on line" services; and 3) children' programs.

The committee then requested a literature search and benchmarking from the librarians. While this yielded many interesting articles, there was not much specific in the literature.

Identified Project

The committee multivoted "uses of technology" and identified public access to information on CD-ROM was considered to have the highest probability of meeting the success criteria as outlined above. This was particularly true since KCPL staff, in conjunction with the Kanawha County Schools and SCPL had submitted a preliminary grant draft to the Clay Foundation to fund a CD-ROM project. This grant would provide both the CD-ROM products and the necessary hardware for KCPL, SCPL, and the middle, junior, and senior high schools. Some of the products would be available over a Wide Area Network (WAN), with others located at individual libraries. This project conceives that a central location would "house" a CD-ROM storage facility and, through the use of this WAN, access to various types of information would be available through a personal computer at each library in the County. The Clay Foundation has reacted positively to the initial proposal. Mr. Charles Avampato met with Richard Ressmeyer and Karen Arnett of KCPL to discuss further the implications and benefits of the project. MR. Avampato will present the proposal to the Foundation in late September. If the project is only partially funded by the Clay Foundation, other sources of funding will be sought.

The demand for the service, the program features, resources needed, funding alternatives, benefits to the community, and the role of each library was evaluated. A copy of this evaluation is available as an attachment to this document.

It is anticipated that this project will be operated jointly after it is developed. All future oversight and policies will be the responsibility of both libraries acting in concert with each other.

Benefits to KCPL/SCPL/Community

This planning process has been a pleasant experience for all involved. Beyond the "conflict" that caused this process to happen, a feeling of mutual benefit has been derived from this experience and, most importantly, many opportunities to improve services to the community in a spirit of cooperation. Truly, "the whole is greater than the sum of its parts."

The joint planning committee identifies the following benefits. It is anticipated that:

1. alleviates some of the strain on resources at SCPL.
2. provides access to SCPL to the expertise of KCPL technology personnel.
3. enables KCPL to provide more information and services at an easily accessible locations.
4. focuses more resources (economic, time, talent, etc.), through cooperation, on the problems and opportunities.
5. avoids, through cooperation, duplicative expenses thus utilizing scarce resources more wisely, ultimately, allowing better deployment/distribution of resources.
6. expands the number of citizens exposed to library services. Both libraries can improve access by the public to library services greater than through individual efforts.
7. improves communication between the two libraries and provides a model for collaboration of the future. There are many other potential projects available to pursue together (e.g. dial-in access, fundraising).
8. enhances the ease by which patrons move between libraries (seamlessness of services) through cooperative efforts, such as the CD-ROM project. For example, it can encourage standardization of procedures between libraries and patron flow.
9. enhances access to technical support (computer expertise) at both libraries
10. provides improved pricing from vendors because of increased leverage and purchasing in quantity.
11. enhances our ability to fulfill our mutual goal of supporting education and the school system.
12. opens the door for other entities (e.g. Family Resource Centers) to be part of a community information data base.
13. enhances each library's image.

14. allows SCPL to afford access to technology and a higher level of service to the citizens of South Charleston.

15. relieves some of the work burden on the libraries' staffs.

16. joins the forces of two of the State's strongest libraries to collaborate in library advocacy, advancement of public education, and education of the public about library services.

Two possible disadvantages of this project are:

1. does not specify ongoing costs and the distribution of payment.
2. does not ensure decreased usage of the SCPL by non-South Charleston residents.

Conclusions and Recommendations

This committee is dedicated to the idea of collaboration and cooperation. We have concluded that the public access to CD-ROM technology is a viable project to jointly sponsor. There are plenty of benefits that directly enhance the service to the constituents of both. We recommend this project for adoption by the respective Boards.

Nell Chilton

Mike King

Gena Rugeley

Linda Wright

Pam Coyle

Pam Coyle

Linda Heddinger

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON

NOVEMBER 13, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 13, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Carter
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Ms. Poffenbarger
Mr. Ray
Mr. Reustle
Mrs. Rugeley
Mrs. Sloan
Ms. Thomas
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Special Meeting Minutes. Upon a motion by Mr. Walters, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of a Special Meeting held September 29, 1995 were approved as mailed.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded, by Mrs. Rugeley, and unanimously carried, the Minutes of the October 9, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $130,695.06 and General Bills in the amount of $87,662.54 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $23,504.99 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October 1995, included were the following:

> The Library again participated in the annual Cavalcade of Trade event sponsored by the Chamber of Commerce. Our booth was again underwritten by Pepsi.

Imagination Celebration had over 400 in attendance at the Cultural Center Theatre. The storytellers Karen Vuranch and Marc and Cheryl Harshman were quite good. The thirteen Write for Fright contest winners were also featured. Cindy Miller, Public Relations Officer, did a great job of overseeing the many details for these successful events. Also many staff participated in various ways contributing to the successful outcome.

Staff Development Day was held on October 4 with 125 staff in attendance plus four staff members from South Charleston. Twenty classes were offered. I appreciate the Board members who attended and all the work done by Marsha Holliday, Personnel Manager, in organizing this event and all the staff members who made presentations, and assisted with the set up.

The annual West Virginia Library Association conference was held in Canaan Valley. Thirteen staff members attended and a number of staff members participated in making presentations at sessions and/or were involved in various committees or activities of the Association.

A number of Halloween related programs were presented during the month. Included were presentations of a Halloween puppet show entitled "Fifth Witch" at Charleston and Elk Valley. These were the first efforts of a group of Volunteens interested in puppetry. They will next turn their efforts to developing Christmas presentations.

Sylvia Grandal, Head of Technical Services, has submitted her resignation and is relocating to Florida to be closer to her family. The new head of the Department is Jane Hughes. Jane has worked for KCPL for the past two years as a cataloger. Prior to that she was Director of the Fayette County Public Library for 16 years.

Report of Committees:

1. Long Range Planning Committee. Mrs. Rugeley reported that a meeting of the Committee was held on October 24, 1995 and the following items were discussed:

A. Proposed Agreement between Kanawha County Public Library and its Branch Libraries. This document was distributed and discussed, and a copy thereof is hereby attached to the minutes of this meeting. Upon a motion by Ms. Thomas, seconded by Ms. Poffenbarger, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Proposed agreement between Kanawha County Public Library and its Branch Libraries submitted to this meeting is hereby approved as to form, with the stipulation that the agreement be negotiated with each branch library and then submitted to the Kanawha County Public Library Board of Directors for final approval.

B. Plan of Activity. This document was distributed and discussed, and a copy thereof is hereby attached to the minutes of this meeting. Upon a motion by Mrs. Rugeley, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Plan of Activity of Kanawha County Public Library for 1995-1998 submitted to this meeting is hereby approved, assuming it will be amended to include ongoing collaborative efforts with the South Charleston Public Library.

2. Personnel Committee. After discussion and upon a motion by Mrs. Glasser, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

RESOLVED, That five staff members and a member of the Kanawha County Public Library Board of Directors designated by the President be authorized to attend the Sixth National Conference of the Public Library Association in Portland, Oregon, March 26-30, 1996 and that expenses be paid in an aggregate amount not to exceed $8,000 with $2,500 of this amount to be taken from the John V. Ray Special Fund Account.

3. Technology Committee. Ms. Wright reported that a meeting of the Committee was held on November 9, 1995 at which time the following was discussed:

- Update on West Virginia Library Commission's Infomine project. The Library Commission requested that the Library purchase automation equipment in support of this project. Upon a motion by Mr. Smith, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Fiscal Year 1995-96 Budget be amended to include a $30,000 increase in revenue to be received from the West Virginia Library Commission and a $30,000 increase in expenditures for automation equipment to be used for the Infomine project.

Old Business.

1. Cross Lanes. Ms. Wright stated that we are currently waiting on a response from the Kanawha County Commission to the request made at a Commission meeting on September 14, 1995 for major funding to assist in our efforts to have larger buildings at Cross Lanes and Sissonville. Signatures from both communities have been gathered to emphasis the concerns and support of the citizens of these projects.

Schematic drawings are forthcoming of the proposed new Cross Lanes Library.

2. Sissonville. The Kanawha County Board of Education will consider the proposal for a joint parking lot at Sissonville during their December meeting.

3. Riverside High School. Ms. Wright reported that the first drawings of the school have been developed and a meeting with Kanawha County Schools representatives and the Library Director has been scheduled to discuss the proposed agreement between the two parties regarding a joint public and high school library. Mr. Walters reported that the Kanawha County Schools recently submitted a grant request to the Appalachian Regional Commission in the amount of $360,000 and this grant would be used to help fund the joint library project.

4. South Charleston. There will be joint meeting of the Kanawha County Public Library Board of Directors and the South Charleston Public Library Board of Directors on Thursday, November 16, 1995 at 4:00 p.m. at the South Charleston Public Library. An agenda will be formulated prior to this meeting. An invitation to the meeting with directions was distributed.

New Business.

- Branch Open Houses. The schedule for the upcoming Branch Open Houses was distributed.

There being no further business, the meeting adjourned.

John L Ray
President

Secretary

AGREEMENT

THIS AGREEMENT, Made this ________day of ____________1995 by and between the Kanawha County Public Library, hereinafter called "KCPL" and the ______________, hereinafter called ___________.

1. KCPL will have the full official management authority and responsibility for the operation of the ____________ Branch Library, including the physical facility, the furniture and equipment, personnel, purchasing and maintenance.

2. KCPL will use its best efforts to furnish library services at ____________ in order to meet the needs of the people of that area of the County.

3. __________________ will contribute and/or cause to be contributed to KCPL for assistance in operating the branch library at _____________ a sum determined by the provisions of the "Branch Contribution Plan" adopted by the KCPL Board of Directors on November 14, 1994.

4. Any expansion of the _____________ Branch Library shall be done in accordance with the provisions of the "Branch Contribution Plan".

5. In the event unforeseen events dictate the discontinuance of a branch library operation in _____________, KCPL pledges to use its bests efforts to provide some means for the continuation of library services to the people of that area of the County.

6. All prior agreements between the parties hereto whether oral or written and whether continuing in existence or expired are superseded by this Agreement and such prior agreements are hereby declared to be void and of no further force and effect.

7. _____________ shall have an active Library Advisory Board of at least five (5) members and/or a Friends group (with bylaws). The purposes for having one or the other of these organizations are to foster community support, encourage community awareness and provide feedback and recommendations to KCPL.

8. *OPTIONAL* (for Branch Library in incorporated town)

   The Advisory Board and/or Friends group shall endeavor to use its best efforts to obtain from the City Council approval of an appropriation for library support in accordance with the aforesaid Branch Contribution Plan.

9. The Advisory Board and/or Friends group agrees to assist KCPL in identifying operational and physical needs and local resources that may be utilized in meeting those needs.

10. The Advisory Board and/or Friends group agrees to participate in KCPL's long range planning process.

11. The Advisory Board and/or Friends group, at its discretion, may petition the KCPL Board of Directors for additional services together with its recommendations for funding such services and/or the discontinuation of some existing services(s).

12. Any capital expenditures needed for additions or remodeling to the building in which the _______________ Branch Library is located shall be made by _____________.

13. If the _____________ Branch Library building and/or the contents thereof shall be damaged or destroyed by an act of God, fire, flood or other casualty, KCPL, at its sole option, after consultation with the local Advisory Board/Friends group, may elect within six (6) months after such damage or destruction shall occur, whether to repair or rebuild the building and replace the contents thereof. During such six-month period and during the period in which said building is being repaired or reconstructed if KCPL system elects to cause said work to be done, KCPL system shall not be deemed to have discontinued library operations.

14. *OPTIONAL* (for Dunbar)

    If KCPL shall permanently discontinue library operation at the _________Branch Library for any reason other than the damage or destruction of the building or contents as specified in paragraph 13 above, KCPL will reconvey or retransfer *(Clendenin drop "re" in reconvey and retransfer)* unto __________ all of the land, building, equipment furniture and fixtures, theretofore conveyed or transferred to KCPL by __________ in the then existing condition of such land, building and property.

15. In the event __________ Branch is unable or unwilling to pay its requested annual contribution, the guidelines in the Branch Contribution Plan will be followed.

16. KCPL may, at its option, after consultation with the local Advisory Board/Friends group, terminate the operation of the _____________ Branch Library at any time when, at the sole discretion of the KCPL Board of Directors, there are compelling reasons to do so.

17. The Advisory Board and/or Friends group and KCPL agree to review this agreement at not more than five (5) year intervals and to submit to each other any suggested changes. Any changes in the existing agreement must be approved by the Advisory Board and the KCPL Board of Directors by a majority of the members voting.

IN WITNESS WHEREOF, the parties hereto have caused their names to be signed by their proper officers thereinto duly authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

By______________________________
President

____

By______________________________
President

This Agreement was adopted by the Kanawha County Public Library Board of Directors
at its meeting on November 13, 1995

MEMORANDUM (Copy)

TO: Linda Wright, Library Director

DATE: September 19, 1995

FROM: John L. Ray, Esq.

SUBJECT: Glasgow Branch Library Agreement

Add the following paragraphs to the basic Branch Library Agreement

18. Glasgow will provide, at no cost to KCPL, rent-free space (approximately 22' X 27' and 10' X 10') which is to be used for public library purposes.

19. Glasgow will maintain in space provided to KCPL carpeting and padding in good condition, which meets the standards of the West Virginia Fire Marshal.

20. Glasgow will provide, at not cost to KCPL, janitorial services, building supplies and maintenance, contents and liability insurance and utilities (electricity, gas, water, telephone, and sewerage) for space provided to KCPL.

21. Glasgow will make every reasonable effort to have the community room in the Town Hall of Glasgow available for special library occasions.

22. Glasgow and KCPL agree that the Glasgow Branch Library will function to serve all residents of Kanawha County, including residents of Glasgow and adjacent areas.

23. Any capital expenditures needed for additions or remodeling to the Glasgow Branch Library will be made by Glasgow.

24. KCPL shall have the right to remove from the Glasgow Branch Library all library furniture, equipment, materials, and other property furnished by KCPL within the thirty (30) days after the Glasgow Branch Library shall cease to operate.

Kanawha County Public Library

Plan of Activity

1995-1998

Adopted by the Kanawha County Public Library Board of Directors
at a meeting held November 13, 1995

11/95

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Introduction

Public libraries are facing unprecedented challenges as we approach the turn of the century. The Kanawha County Public Library system must prepare for change at a scale and rate not previously experienced. The central aim, while engaging the new opportunities and threats of this altered environment, will be to remain the public's principal source of quality information, book and media resources through the system's Mission and its Roles as a Popular Materials Library, a Reference Library, and an Educational Support Center.

The most critical challenge is the advent, expansion and diversification of automated information technology. The viability of public libraries, as they are identified today, is threatened by complexities presented by the new impact of technology. Libraries must decide how to embrace new technologies and integrate the broad effect upon finance, staffing, facilities, and collection policies. The expanding cost of new automation technology and the continuous skill development for library staff must be financed at adequate levels to maintain our mission to provide excellent public service. Strategies and action plans must be developed to meet both the expectations of patrons for the "traditional" library services and for a more "switched-on" approach to information and remote use of library resources from the modern, computerized home and office.

Few options are available to avoid adoption of the new technologies. Information resources increasingly only will be available in formats which require computer access. In order to have current information we will have to have the new technology. Without current information we rapidly will loose our credibility as an essential educational and cultural asset for the citizens of our community.

This plan of activity concentrates the Library system's resources in a manner designed to rationally manage and balance the transition between the libraries of the "past, present, and future." Professional judgment and the practical experience of public service staff members will inform decisions of how to find a new "moving equilibrium" between the "traditional" and the "switched-on" libraries. Some services will be maintained in their present form, others will change dramatically. Quality and efficiency can be served by making sound decisions free of prejudices which demonstrate bias for "only the tried and true" or "only NEW is good."

Public libraries must also improve their ability to explain the essential educational function they provide. A vital public library is a necessary civic value to a democratic society. No provider of a public service, and most certainly no tax-supported provider, can afford to be "taken-for-granted." Nor can public libraries allow their purposes to be perceived as simple entertainment. The role of the Library system as principal information source for the community must be attached to the new understanding that information is a very valuable commodity which provides educational and economic advantage to those who achieve competence with its use. The rate of information expansion and change increases continually. The need for current information in areas such as finance, employment, health and education by professionals and the public is more evident now than at any other time in history. In order to offer equal advantage of access to this new information to as many citizens as possible, it is critical that public libraries make the case that they should be the focal point for everyone trying to obtain information. The citizens of Kanawha County need to understand the dynamics of the information marketplace and the need for libraries to be funded at a level which will enable them to serve as the community's key information provider.

Preface

This Plan of Activity continues the Library's efforts to fulfill its Mission Statement which is:

The Kanawha County Public Library System is a public institution whose mission is to provide the means by which people of all ages, interests and circumstances may have uncensored access to a broad range of literature and other materials for personal, informational, educational, cultural and recreational enrichment. The Board of Directors, Management and Staff of the Kanawha County Public Library System are committed to excellence in the fulfillment of this mission.

The Plan also recognizes the continued validity of the three roles that the Library had previously identified as the focus for the use of its resources. Those roles are:

I. **Popular Materials Library.** The library features a broad range of current, high-demand, high interest materials in a variety of formats - educational, recreational, and informational - and actively promotes the use of its collection to patrons of all ages.

II. **Reference Library.** The library actively provides timely, accurate, and useful information in response to individual, business, government and community needs, and participates in inter-library loan and cooperative reference services to meet patron requests for information not available locally.

III. **Educational Support Center.** (Pre-school through end of formal education). Encourages young children to develop an interest in reading and learning, and assists students of all ages in meeting educational objectives during their formal course of study.

Given the rapid rate of change it seems more appropriate to identify long range directions that the Library system will take with related short term goals than to develop a long range plan per se. It is with that basic premise in mind that this Plan of Activity has been developed.

I. Space/Library Facilities

Long Term Direction

Commitment to improving the space available to deliver library service and house the library collection.

A. Short Term Goal

Replace the Cross Lanes and Sissonville branch libraries with larger facilities.

Action Plan

Have architect develop schematics of a proposed basic branch library facility to use in fund raising. Fall 1995

Development Director and Library Director work with advisory boards in each community to raise funds to build facilities as specific sites are confirmed. 1995-96 fiscal year; 1996-97 fiscal year

Begin construction of at least one facility. Spring 1996

Complete construction and occupy new facility. Spring 1997

Begin construction on second facility. Spring 1997

Complete construction and occupy new facility. Spring 1998

B. Short Term Goal

Investigate options to improve library service in the Upper Kanawha Valley area.

Action Plan

Library Director discusses with staff of Kanawha County Schools the possibility of either a separate public library facility or a joint public library/high school library at the site of the Riverside High School. Summer 1995

If agreement can be obtained on the joint facility option, the Library Director and library staff work with the school staff on the design of the facility. Fall 1995

Space/Library Facilities (continued)

Library Director and library staff work with school staff to develop the materials collection. 1996-97 fiscal year; 1997-98 fiscal year

Joint facility opens. Fall 1998

If the option of an independent library facility located on the Riverside High School site is agreed to, architect develops schematic of proposed facility and fund raising campaign begins. 1997-98 fiscal year

If neither the joint facility or independent facility at the Riverside High School site is realized, a search is begun for an alternate location for a facility in the Upper Kanawha Valley. 1997-98 fiscal year

---

C. Short Term Goal

Continue to investigate options for the site of a new main library in downtown Charleston.

Action Plan

Continue to explore possibility of locating the facility on the site of the Center for Arts, Science and Education (C.A.S.E.).

D. Short Term Goal

Improve the effective and efficient use of space at the present Main Library.

Action Plan

Library Director and Administrative Services Officer in consultation with Charleston Library department heads investigate options for remodeling and reallocating space. Winter/Spring 1996

E. Short Term Goal

Improve the handling of maintenance requests and skills of janitorial staff in branch libraries.

Space/Library Facilities (continued)

Action Plan

Administrative Services Officer and Personnel Manager in consultation with various staff members will evaluate the current system of cleaning and maintaining all library facilities, investigate options for improving skills, efficiency and consistency, and draft recommendations for consideration of the Library Director. Winter/Spring 1996

II. External Communications/Public Relations

A. Long Term Direction

Commitment to making the Library and its collection and services widely known to the citizens of Kanawha County.

1. Short Term Goal

Continue the Library Know-how! campaign.

Action Plan

Public Relations Officer investigates options for publicizing the Library system in general and/or selective services through billboards, radio/TV, ads in specialized publications, participation in events sponsored by other agencies, etc. and recommends a plan of action to the Library Director. Winter 1995

Public Relations Officer completes slide show presentation about the library system for staff to use with speaking engagements. Trains staff on this presentation. Fall 1995

Public Relations Officer in consultation with Development Director develops a two to three year program for soliciting speaking engagements before community organizations and implements plan. Winter 1996

Public Relations Officer in consultation with various library staff members develops and implements a plan for the development and presentation systemwide of a series of programs that identify and highlight special services, special areas of the collection, etc. for various age groups. Ongoing

Public Relations Officer in consultation with the Library Director and various library staff members develops and implements a regular program of tours of the Charleston Library and its collections and services. Winter 1996

Public Relations Officer and a committee of staff members investigate and determine how the library may develop a closer working relationship or more collaboration with the various community groups/agencies (i.e., senior citizens groups, health care providers, etc.) and submit an action plan to the Library Director to implement a process for this to occur. Winter/Spring 1997

External Communications/Public Relations (continued)

Public Relations Officer and Personnel Manger investigate effectiveness and costs of employing a public relations intern to increase staff complement of Public Relations Office to handle increased activity resulting from the Library Know-how campaign.

Library advisory boards and/or friends groups will continue to work with the Public Relations Officer and Development Director to promote the library and its activities in the service areas of each branch.

B. Long Term Direction

Commitment to improve the Library's working relationship with the various education providers in Kanawha County.

1. Short Term Goal

Establish an ongoing committee with representatives from Kanawha County Schools and Kanawha County Public Library to develop more ongoing awareness of activities/curriculum and to investigate possible areas where both organizations could work together.

Action Plan

Library Director investigates the idea of the Committee with representatives from Kanawha County Schools. Winter 1996

If idea is found to have merit, committee is established and first meeting held. Spring 1996

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2. Short Term Goal

Improve the knowledge of day care providers and home schoolers about the Library and its services and about the importance of including reading and library resources in their regular routine of activities.

Action Plan

Head of Children's Services will hold workshops annually for day care providers and home schoolers. 1996-97 fiscal year

Head of Children's Services will develop one two page newsletter of appropriate information about materials and services to be sent out within three months of the workshops to maintain contact with day care providers and home schoolers. Summer 1997

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3. Short Term Goal

Improve the working relationship with the reference librarians at special libraries and higher education institutions in the community and to become more knowledgeable of special collections and services.

Action Plan

Head of Reference Services identifies and invites counterparts to a meeting hosted by Kanawha County Public Library to discuss possibility of forming a group that would meet two to three times a year to share information, visit facilities, etc. 1996-97 fiscal year

If the consensus of the meeting is that such a group would be beneficial, Kanawha County Public Library would agree to participate and do whatever we can to facilitate the ongoing activity of the group.

C. Long Term Direction

Improve communication and seek cooperative opportunities with the South Charleston Public Library

1. Short Term Goal

Develop a collaborative project to share computer technology. Summer/Fall 1995 & Winter 1996.

2. Short Term Goal

Seek other collaborative projects. Ongoing

I. Staff Development

Long Term Direction

Commitment to supporting well-trained, enthusiastic staff who exhibit flexibility, initiative, creativity and a broad background of knowledge about the library and its services.

A. Short Term Goal

Continue to provide staff training for the development of basic skills for paraprofessional staff in reference service, expand basic skills workshops to aspects of technical services, children's services, young adult service, audiovisual services, and information technology.

Action Plan

Personnel Office identifies presenters and topics for at least two, 3-4 hour training sessions in each area listed above to be offered in the 1996-97 and 1997-98 fiscal years. Spring 1996

Personnel Office develops and implements a calendar for these training sessions. Summer 1996

Personnel Office identifies possibilities for off-site training in areas of technology such as the Internet and CD/ROM. Ongoing

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B. Short Term Goal

Provide training in accessing and using various information resources on the proposed CD-ROM network.

Action Plan

As CD-ROM resources are determined for use the Automation Manager in consultation with the Personnel Manager plans and implements training sessions. Ongoing

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C. Short Term Goal

Continue to provide training in effectively using standard software programs such as Microsoft Word, Excel, etc.

Staff Development (continued)

Action Plan

Automation Manager in consultation with the Personnel Manager plans and implements an annual calendar of training. Ongoing

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D. **Short Term Goal**

Continue to encourage staff to pursue the Masters degree in Library Science (or other appropriate graduate level disciplines) and graduate or undergraduate course work to expand their background of knowledge.

Action Plan

Library Director investigates the possibility of developing a two year program at West Virginia State College that would lead to an associate degree in library science. Summer 1996

Library Board continues to fund line item for education. Ongoing

Personnel Manager and Library Director work with appropriate parties (i.e., West Virginia Library Commission, West Virginia Library Association) to continue a distance learning option for pursuing an accredited Masters degree in library science. Ongoing

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E. **Short Term Goal**

Encourage more staff members to participate on committees and provide staff coverage to meet increased number of committees to carry out this plan.

Action Plan

Personnel Manager and Library Director investigate need and recommend, if warranted, additional funding for substitutes for FY 96/97. Winter 1996

Personnel Manager and Library Director review rosters of currently active committees to determine if all units are participating at appropriate level and if there is a fair distribution of activity amongst staff of any given unit. Spring/Summer 1997.

IV. Finances/Development

Long Term Direction

Commitment to broaden the Library's financial base of support by making The Library Foundation of Kanawha County, Inc. more widely known and supported.

A. Short Term Goal

Initiate one major annual social affair to bring more attention and financial benefit to The Library Foundation.

Action Plan

Development Director identifies and evaluates possible options for the event. Summer 1995

Development Director develops plan to stage the event. Fall 1995

Implementation of plan. Winter 1996

Hold event. Spring 1996

B. Short Term Goal

Expand membership in Library Friends Council to 500 members.

Action Plan

Development Director and Public Relations Officer in consultation with various library staff members develop an action plan for expanding membership. Fall 1995

Implement Plan. Winter/Spring/Summer 1996

C. Short Term Goal

Initiate a semi-annual newsletter to improve the knowledge of Library Friends Council members of activities of the Friends and the Library in general.

Action Plan

Development Director prepares plan to implement newsletter. Fall 1995

Produce first edition of newsletter. Winter 1996

Finances/Development (continued)

D. Short Term Goal

Initiate Library Friends Council's World Classics Reading Circles in at least four communities.

Action Plan

Development Director would determine a reading circle program of activity. Fall 1995

Development Director would determine start up locations and in conjunction with Public Relations Officer develop publicity for these reading circles. Fall 1995

Reading Circles implemented. Winter 1996

E. Short Term Goal

Make a more concerted effort to identify and pursue grant opportunities.

Action Plan

Development Director and Library Director in consultation with various staff members identify potential projects. Ongoing

Development Director analyzes projects, researches possible funding sources and makes recommendations to the Library Director. Ongoing

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F. Short Term Goal

Work with branch boards on fund raising.

Action Plan

Development Director will work with local advisory boards to advise and assist in various fund raising ventures. Ongoing.

V. Service

A. Materials Collection

1. Long Term Direction

Commitment to improving the breadth and currency of the library's materials collection and its accessibility to the public.

a. Short Term Goal

Implement a Collection Development Plan to clarify expectations regarding collection maintenance and the scope of the collections held at each public service unit.

Action Plan

Head of Branch Services completes draft in consultation with various staff members and Library Director reviews draft and implements the section of the Collection Development Plan for adult print materials. Fall 1995

Head of Branch Services develops in consultation with various staff members and Library Director reviews draft and implements the section of the Collection Development Plan for children's print materials. Winter/Spring 1996

Head of Branch Services develops in consultation with various staff members and Library Director reviews draft and implements the section of the Collection Development Plan for audiovisual materials. Summer 1996

Head of Branch Services in consultation with various staff members reviews and reevaluates the efficiency and effectiveness of the adult print materials section of the Collection Development Plan and submits revisions to the Library Director for consideration. Winter 1998

Head of Branch Services in consultation with various staff members reviews and reevaluates the efficiency and effectiveness of the children's print materials section of the Collection Development Plan and submits revisions to the Library Director for consideration. Spring 1998

Head of Branch Services in consultation with various staff members reviews and reevaluates the efficiency and effectiveness of the audiovisual materials section of the

Collection Development Plan and submits revisions to the Library Director for consideration. Summer 1998

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b. Short Term Goal

Implement subject headings for all fiction materials.

Action Plan

Head of Technical Services in consultation with various library staff members develops and submits a proposal to the Library Director. Summer 1996

Implementation of Proposal. Fall 1996

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c. Short Term Goal

Investigate options to improving the efficiency and effectiveness of selecting new materials to reduce duplication of effort by branch libraries and redirect more effort to collection management/promotion.

Action Plan

Head of Branch Services in consultation with various staff members reviews and evaluates the current selection process and submits recommendations for consideration by the Library Director. Spring 1996

B. Automation/Technology

1. Long Term Direction

Commitment to making the on-line catalog, circulation services and reference services more accessible to the public.

Short Term Goal

Determine the effectiveness of the VTLS software to provide effective and efficient circulation services, technical services, collection management and access to the on-line catalog.

Service (continued)

Action Plan:

Automation Manager and Library Director review the report of the consultant hired by the West Virginia Library Commission to evaluate the VTLS software and discuss findings with supervisory staff and make determination of whether to continue with VTLS. Spring of 1996

High Tech Committee determines desirable enhancements to the efficient and effective operation of circulation functions including the possibilities of more direct patron activity (i.e., place own reserves, review own patron screen, dial-up access, etc.). Spring/Summer 1996

High Tech Committee determines desirable, cost effective enhancements for more effective user interface with the on-line catalog (i.e., fiction genre subject headings, more cross references, type and amount of information on various screens, quality of "help" information, dial-up access, etc.). Spring/Summer 1996

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2. Long Term Direction

Commitment to providing more equitable access to information throughout the system to all citizens of the county through telefacsimile.

Short Term Goal

Determine equipment needed to implement service and develop policy and procedures for delivery.

Action Plan

Committee of library staff members prepare draft of procedures and policy to submit to Focus group and Library Director. Fall 1995

Committee of library staff members and Administrative Services Officer decide on equipment to order. Fall 1995

Service (continued)

Institute service. Winter 1996

Expand service to fax directly to patrons at home or office. Summer 1996.

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3. Long Term Direction

Commitment to evaluating, planning and implementing emerging information technology resources.

a. Short Term Goal

Implement systemwide CD-ROM network.

Action Plan

In collaboration with the Kanawha County Schools, South Charleston Public Library and the Kanawha County Public Library system's Development Director and Automation Manager develop and submit multi-year grant for start-up of the network. Fall 1995

Reference Department investigates possible CD-ROM products including reviews and costs and develops a list in priority order of recommended products which is submitted to other KCPL staff and other partners for feedback. Fall 1995

After implementation of initial stage of the network Development Director and Automation Manager identify CD-ROM products that could be sponsored by a local business and solicit those firms for sponsorships. Spring/Summer 1996

High Tech Committee evaluates an action plan for each location and various departments to have CD-ROM work station(s) that would make available resources that would meet local needs. Winter 1997

Service (continued)

Library Director continues to recommend funding to meet the goal of replacing all dumb terminals with PC's. Ongoing.

High Tech Committee evaluates an active plan to provide dial-in access to the CD-ROM network and document delivery to home/office. Spring 1997

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b. Short Term Goal

Implement a community bulletin board service (freenet).

Action Plan

Automation Manager investigates hardware requirements and other costs to operate such a service. Fall 1995

If the Library Director and Automation Manager determine this is in general a viable project, High Tech Committee meets to consider an action plan for developing and implementing the project including the development of a policy regarding the collection development of what databases and information will be placed on the community network. Winter/Spring 1996

Development Director in consultation with Automation Manager and Library Director develops grant proposal to initiate bulletin board (freenet) service. Summer/Fall 1996

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c. Short Term Goal

Increase staffing of the Automation Department to more effectively handle the increased computer based activity both by the public and the staff and to increase the amount of in-house training for staff members.

Action Plan

Personnel Manager and Automation Manager will evaluate the current level and type of activity of the Automation Department and plans for expansion of computer based activities and draft recommendations regarding the staffing of the Department for consideration of the Library Director. Winter 1996.

VI. Internal Communications

Short Term Goal

Improve internal communications.

Action Plan

Public Relations Officer, Personnel Manager and a committee of staff members investigate and develop a proposal for a systemwide multi-faceted employee relations program and submit proposal to the Library Director. Summer/Fall 1996

Personnel Office and Automation Manager investigate ways to routinely utilize E-Mail to update staff on status of projects, solicit questions/concerns, etc.

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MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
HELD ON
DECEMBER 5, 1995

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, December 5, 1995 at 4.00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Carter
Ms. Chilton
Mr. Kauffelt
Mr. Moss

Mr. Ray
Mr. Reustle
Mrs. Rugeley
Mrs. Russell
Mr. Smith

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant. Guest: Mr. Clint Bryan, Architect.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The following items were discussed during the course of the meeting:

1. Riverside High School. Mr. Clint Bryan, Architect for Kanawha County Schools, made a presentation of the drawings of Riverside High School and the proposed joint public library/school library media center at the school.

2. Proposed Agreement between the Kanawha County Board of Education and the Kanawha County Public Library for providing a joint public library/school library media center at Riverside High School was discussed. An agreement was previously approved at a meeting of the Board of Directors on September 29, 1995. The Kanawha County Board of Education has proposed amendments to the earlier agreement. After discussion, and upon a motion by Mr. Moss, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Agreement between the Board of Education of the County of Kanawha and Kanawha County Public Library ("KCPL") submitted to this meeting be and the same is hereby approved in the place and stead of the agreement approved by the Board of Directors at a special meeting held September 29, 1995; and
>
> RESOLVED FURTHER, that the President is hereby authorized to sign the Agreement on behalf of KCPL; and
>
> RESOLVED FURTHER, that the President is also authorized with the advice and approval of the Executive Committee to agree to amendment of the Agreement, provided that such amendment contains no additional financial commitment by KCPL and/or no major change in the substance of the Agreement.

There being no other business, the meeting adjourned.

John L Ray
President

Wright
Secretary

AGREEMENT

THIS AGREEMENT, entered into this 5th day of December, 1995, by and between the Board of Education of the County of Kanawha (hereinafter "Board") and the Kanawha County Public Library (hereinafter "Library").

WITNESSETH:

WHEREAS, the parties hereto have determined to combine available resources to provide comprehensive library services that will be available to the students and staff of Riverside High School and to the general public; and,

WHEREAS, the parties hereto desire to establish a formal structure that will provide oversight for the library service program in the areas of budget and finance, general program operation, and, personnel and to articulate the various duties and responsibilities of the parties hereto relative to the library services program.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. Library/Media Center Facility Design.

1.1. Library Representation. The Kanawha County Public Library Board of Directors shall designate two representatives to participate in the design phase of the library/media center that is to be a part of the Riverside High School facility. The final design must be approved by the Kanawha County Public Library Board of Directors within a time frame to meet the Board's construction schedule.

1.2 Relevant Standards. The design of the library/media center shall take into account published standards, including but not limited to the West Virginia Board of Education Policy 6200, that are relevant to high school facilities that serve 1300+ students and public library branch facilities that serve 20,000 persons.

1.3 Location. The library/media center shall be located so as to facilitate ease of access by the general public, be accessible to public parking areas and, be readily visible to visitors to the high school.

1.4 Additional Square Footage Requirements. In addition to the square footage allocation supported by the Board's budget (6240 square feet) for the library/media center, the following square footage allocations shall be observed to accommodate the Library's needs:

	Square Footage
Circulation	310
Children's Room	1,234

	Square Footage
Children's area storage	100
Children's program space	400
Two quiet areas @ 100 square feet each	200
Bookmobile loading dock and storage space	900
Total	**3,144**

The above-described square footage allocations shall be incorporated into the design of the library/media center. Cost shall be calculated at $101.00 per square foot and a multiplier of 1.33 shall be used to convert net usable square footage to gross square footage.

1.5 Design Features. The following design features shall be given consideration in the design of the library/media center:

(a) A minimum of twelve parking spaces designated for library patrons (including designated parking for handicapped patrons). The parking spaces should be located in close proximity to the library/media center. A greater number of library patron parking spaces may be mutually agreed upon by the parties hereto.

(b) The library/media center should be located in close proximity to a classroom of dimensions to accommodate at least thirty persons or to the proposed large group instruction area.

1.6 Fund Raising. The parties hereto acknowledge that West Virginia Board of Education policy may limit the expenditure of school construction funds by the Board for a library/media center to an area of 6,240 square feet. The Board, therefore, agrees to provide the funds necessary to construct a library/media center to an area of 6,240 square feet. The Library agrees to raise funds of $422,333.00 necessary to construct an additional 3,144 square feet of space for the library/media center and a bookmobile operation, all as specified in paragraph 1.4 above. To raise the required funds the Library agrees to seek funding from the Kanawha County Commission in the amount of $100,000.00. The Library further agrees to raise funds from other sources in an amount of $100,000.00 by December 31, 1996. The balance of needed funds shall be raised from undetermined sources. The Board shall cooperate with the Library in raising such funds. In the event the Library is not able to raise funds in the anticipated amounts, the Library shall be obligated to the Board for the funds not so raised up to the sum of $220,000.00, and the Library agrees to pay such amount in five equal installments not to exceed $44,000.00 each, payable annually on the first day of June, 1997, and continuing on the first day of June of each year thereafter to and including the first day of June, 2001.

2. General Operation.

2.1 Administration. The Library shall be responsible for the administration of library service activities including, but not limited to, the following: the employment and supervision of staff (except for the employment of the full-time medial specialist to be employed by the Board as hereinafter provided); the establishment of policy for the acquisition, handling and circulation of library materials; the determination of hours of operation for the public; the establishment of policy for patron behavior; and the establishment of policy for the use and scheduling of meeting rooms for activities unrelated to the school. *Note: Students who use the library/media center shall be subject to both the rules of behavior established by the Library and the School's Code of Conduct.*

2.2 Personnel. The Library shall employ a full-time professional librarian to administer the library/media center. The Board shall employ a full-time media specialist. The job description for the media specialist shall provide that directions shall be taken from the full-time professional librarian employed by the Library on matters related to the operation of the library/media center and that directions shall be taken from the Principal of the school on matters related to curriculum. The media specialist shall be evaluated by the Principal with input from the full-time professional librarian. The Library shall also employ two full-time equivalent support staff. It shall be the responsibility of all personnel employed by the Library and the Board to provide services to both students and the public. The media specialist shall serve as a liaison between school faculty and the library/media center and shall coordinate class visits, assignments and other curricular activities. The Library and the Board shall cooperate in providing training opportunities for all staff assigned to the library/media center.

2.3 Code of Conduct. The school code of conduct shall include such rules as are deemed reasonable and necessary to regulate student use of the library, including provisions for the timely return of borrowed library books and materials and for the payment of overdue charges as well as charges for lost books and materials.

2.4 Materials Collection. The present library materials collections at Dupont High School, East Bank High School and the Library's Bookmobile Services Unit will be thoroughly weeded and integrated to form the nucleus to the library/media center collection. The collection shall be merged into the Library's materials computer database. Students and the public shall have access to the entire collection. Materials shall be coded for identification as to those purchased with Board funds and those purchased with Library funds. The acquisition of library materials shall be coordinated to avoid unnecessary duplication of materials.

2.5 Board Funding. The Board shall pay for the construction of a 9,384 square foot library/media center and for all bookshelves, equipment and furniture to be included therein, and the Library shall reimburse the Board for part of the cost of such construction from funds to be raised as provided in paragraph 1.6 above. The Board shall also allocate on an annual basis the applicable per student amount for the acquisition of library materials. All bookshelves, equipment, furniture for the library/media center shall be purchased by the Board.

2.6 Library Funding. The Library shall allocate on an annual basis the sum of $25,000.00 for the acquisition of library materials for the library/media center, provided: (i) the size of the library media center is not less than 9,384 square feet, and (ii) the operation of the Library is not adversely affected by financial exigencies arising from changes in the law or otherwise. The Library shall be responsible for the operational costs associated with ordering and processing library materials for the library/media center.

2.7 Material Selection. Library materials purchased with Library funds shall be selected in accordance with the Kanawha County Public Library's Materials Selection Policy. Such library materials shall be available to patrons of all ages, including students, on a "first come-first served" basis in accordance with the **Library Bill of Rights** (see attached) issued by the American Library Association and the American Book Publishers Council. Materials purchased with Board funds will be selected by personnel designated by the Principal of Riverside High School.

2.8 Material Disposition. Upon the termination of this agreement all library materials shall be deemed owned by the party hereto that funded the purchase of such materials.

3. Equipment

3.1 Classroom Equipment. The Board shall be responsible for the purchase, storage,, and maintenance of equipment used exclusively in the classrooms. Such equipment shall be managed by school personnel.

3.2 Acquisition. The acquisition of additional equipment or furnishings for the library/media center shall be by mutual agreement of the parties hereto. Each party shall bear an equal share of the cost of such acquisitions. Acquisitions shall be made through the Board's purchasing offices and the Library shall reimburse the Board for its share of the cost upon receipt of an invoice. Upon termination of this agreement all property purchased separately with Board funds shall be deemed owned by the Board, and, all jointly purchased property shall be divided as mutually agreed upon by the parties.

3.3 Computer Network. The Library shall assume the initial cost of equipment and wiring needed to link the library/media center to the Library's computer network. Future upgrades of the computer network shall be extended to the library/media center on the same terms such upgrades are extended to other branch libraries. Procedures for the use of the computer network shall be determined by the Library. *Note: The Library computer network is to be distinguished from stand-alone computers or networked computers contained in a computer lab..*

4. Utilities

4.1 Reimbursement. The Library shall reimburse the Board for one-third the cost of all utilities, including telephone, gas, electricity and water, that are incurred through the operation of the library/media center. Such reimbursement shall be made upon receipt of an invoice and copies of related utility bills. The allocation of such utility costs shall be pro-rated on a square footage basis (that is to say, library/media center square footage divided by the total school building square footage shall be the portion of such costs allocated to the library/media center), except for telephone costs that will be allocated as mutually agreed upon by the parties.

5. Insurance

5.1 Each party to this Agreement shall maintain usual and customary insurance coverage for comprehensive general liability, professional liability and property damage and, upon request, will provide each other with evidence of such insurance coverage.

6. Facility Identification

6.1 Signage. Appropriate signage shall identify the library/media center as a branch of the Kanawha County Public Library.

7. Facility Maintenance, Repair and Expansion

7.1 Custodial Services. The Board shall provide all custodial services for the library/media center.

7.2 Maintenance. The cost of all maintenance, including mechanical, electrical, heating and cooling, interior and exterior structure, and roof shall be the responsibility of the Board.

7.3 Expansion. Either the Library or the Board may propose future additions to the library/media center. Upon the approval of design plans for any such addition by the parties and relevant state agencies, the proposing party may proceed with the construction of the addition. The cost of such additions shall be shared equally by the parties hereto. The cost of replacement of any electrical, mechanical, heating or cooling equipment, carpet, painting attributed to the library/media center shall be borne by the Board. Any costs associated with the expansion of the Bookmobile service shall be the responsibility of the Library.

8. General

8.1 Term. The term of this agreement shall commence as of the date hereof and shall continue until June 30, 1996. The agreement shall be automatically renewed annually on June 30th of each year thereafter unless either party shall notify the other in writing not less than one year prior to the anniversary date of its intent not to renew this agreement.

8.2 Amendments. This agreement may be amended from time to time with the written consent of the parties hereto. Supplemental agreements may be entered into by the parties by mutual agreement.

THE BOARD OF EDUCATION OF
THE COUNTY OF KANAWHA

Priscilla M. Haden
By Its President

KANAWHA COUNTY PUBLIC
LIBRARY

John L. Ray
By Its President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
DECEMBER 11, 1995

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 11, 1995 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Chilton
Mr. Kauffelt
Mr. Moss
Mrs. Poffenbarger
Mr. Ray
Mr. Reustle
Mrs. Rugeley
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter received from the Cross Lanes Branch Advisory Board inviting the Kanawha County Public Library Board of Directors to their upcoming Christmas Open House activities on December 15 at 6:30 PM.

Approval of Meeting Minutes. Upon a motion by Mrs. Rugeley, seconded by Ms. Chilton, and unanimously carried, the Minutes of the November 13, 1995 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Walters, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $41,284.46 and General Bills in the amount of $97,997.64 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,260.94 duly certified and approved in accordance with the bylaws and on motion of Mr. Walters, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. The Library Director gave an oral report on the activities of the Library for the month of November 1995, included were the following:

> For the second month in a row overall circulation increased by 9%. Audiovisual Services also had another record setting month. Audiovisual Services now represents 20% of the circulation of the Charleston Library's public service units.

All locations were very busy with reference questions particularly from students. Most locations also handled a number of class visits - 48 visits representing over 1,000 students to be exact.

A new mechanism for handling the rotation of videos seems to be working well. Less staff time is involved in this new process. The process has also been used for compact discs, Small collections of music in this format are now available in each branch library.

On November 8 the St. Albans Library Board hosted a session for the Mayor and some members of City Council. The session was designed to provide information about the services available at St. Albans and the plans for the future improvements of technology. Mr. Ray, Mrs. Rugeley and Mr. Moss of the Kanawha County Public Library Board of Directors attended. Unfortunately the turn out was less than expected.

A sampling of other programs held this month in addition to pre-school story hours include a program presented by JoEllen Flagg on "Baking for the Holidays" at Elk Valley and Cross Lanes, a program on "Living Wills and Medical Powers of Attorney" at Dunbar. A number of locations participated in the "Never Ending Story" for grades 2-6 in celebration of Childrens Book Week. Children were able to add to the story. Alice Riecks presented her "Focus on Fair Projects" program at Cross Lanes and Dunbar for students in grades 4 and up. A number of locations offered sessions on how to use the on-line computer catalog. Terri McDougal presented a program entitled "Too Many Books" at several locations. This program on recent children's books was offered to parents and caregivers while children attended a storytime session.

Report of Committees.

1. Public Services Committee. Mr. Moss reported that the Committee met to consider the following:

A. Meeting Room Policy. This policy has been reviewed by a staff committee which developed a revised policy. The proposed policy is now being presented to the branch boards with meeting rooms for input before being presented to the Kanawha County Public Library Board of Directors.

B. Blind and Physically Handicapped Service. After discussion and upon a motion by Mr. Moss, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors hereby authorizes the Library Director to turn over the Blind and Physically Handicapped Services to the West Virginia Library Commission, and;

RESOLVED FURTHER, That this turn over be accomplished by December 31, 1996 with the least possible disruption to patron service.

2. Financial Affairs Committee. Mr. Kauffelt reported that the Committee met to consider the following:

A. Audit. Mr. Kauffelt reported to the Board on the 1994/95 audit that was recently conduced by The Smart Group, A.C. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the "Kanawha County Public Library Financial Statements, Cash Basis, June 30, 1995" being the audit report for the fiscal year 1994/95 prepared by The Smart Group, A.C., be received and filed.

B. Budget Line Item Transfers. After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That FY 95-96 budget line item 8000-036 (Booksale) be increased by $5,000 and that the projected income from the Booksale be increased by a similar amount to be added to the overall budget total.

C. Cancelled Checks. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library authorize the Kanawha County Board of Education to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

D. Nitro Budget Increase. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That the budget for the Nitro Library be increased by the $740 contributed by the City of Nitro, and that a similar amount be added to the overall budget total.

E. Branch Contributions for FY 96/97. The Library Director explained the proposed contributions to be requested for FY 96/97. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Fontalbert, and unanimously carried, the following resolution was adopted.

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 96/97:

Clendenin	$ 2,364
Cross Lanes	$ 4,141
Dunbar	$ 42,726
Elk Valley	$ 4,526
Glasgow	$ 1,097
Marmet	$ 1,668
St. Albans	$ 56,377
Sissonville	$ 3,107
Total:	$116,006

Old Business.

1. Cross Lanes. Ms. Wright stated that we are currently waiting on a response from the Kanawha County Commission to the request made for major funding to assist in our efforts to have larger buildings at Cross Lanes and Sissonville. Over 800 signatures from each community have been gathered to emphasize the concern and support of the citizens of these projects. These signatures have been delivered to the Commission President Gary King.

Schematic drawings of the proposed new Cross Lanes Library will be forthcoming.

2. Sissonville. The Kanawha County Board of Education will consider the proposal for a joint parking lot at Sissonville during their December meeting.

3. Riverside High School. Mr. Clint Bryan, Architect for Kanawha County Schools made a presentation of the drawings

of Riverside High School and the proposed joint public library/school library media center at the school at a special meeting of the Kanawha County Public Library Board of Directors on December 5, 1995. The Agreement between the Kanawha County Board of Education and the Kanawha County Public Library for providing a joint public library/school library media center at Riverside High School approved at the special meeting has now been signed by both parties.

There being no further business, the meeting adjourned.

John L. Ray
President

[illegible] T. Wright
Secretary

OUTSTANDING CHECKS

January 1, 1993 - December 31, 1993
(Addition to the listing passed at the August 1994 Board Meeting)

DATE	NAME	CHECK#	AMOUNT
01/07/93	Teachers Insurance & Annuity	448996	$ 173.52
01/11/93	Shelia Grimm	449109	4.00
02/10/93	Fatima Wazir	449237	13.95
03/11/93	Constance Draper	449410	11.95
03/24/93	State Library of Ohio	449537	8.00
04/13/93	Catherine Fowler	449616	11.95
05/11/93	David Musser	449831	5.00
06/24/93	R. L. Polk & Co.	450187	196.90
06/24/93	Recorded Books, Inc.	450188	255.00
06/24/93	Thorndike Press	450190	522.41
06/28/93	Goldfarb Electric Supply	450215	252.74
06/28/93	Postmaster Lee Street No. 1	450237	48.84
07/20/93	Spinnaker Software Corp.	450379	161.47
08/25/93	Idair Smookler	332103	152.76
09/24/93	Linda Spaulding	332371	15.18
			$1,833.67

OUTSTANDING CHECKS

January 1, 1994 - December 31, 1994

DATE	NAME	CHECK#	AMOUNT
03/15/94	Linda Sweeney	451828	$ 7.96
04/12/94	Chivers North America, Inc.	451949	235.05
04/12/94	New York Library Association	451994	11.00
06/07/94	Postmaster	453377	25.91
06/28/94	Barbara Barnett	453567	9.95
08/25/94	Idair Smookler	335368	158.75
11/15/94	Lorena Mullins	454510	16.95
12/13/94	Hillary Homburg	454677	5.00
			$470.57

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JANUARY 10, 1996

Due to weather conditions the Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, January 10, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Reustle
Mrs. Rugeley
Mr. Smith
Ms. Thomas

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Richard Ressmeyer, Development Director, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a letter received from Mr. Dallas Sheldon thanking the Board for the staff benefit of maternity/paternity leave through the Family Leave Act and current Library policy.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the Minutes of a Special meeting held December 5, 1995 and the Regular meeting held December 11, 1995 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the payment of Book Bills in the amount of $38,087.28 and General Bills in the amount of $48,577.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,128.25 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December 1995, included were the following:

> The annual Food for Thought, Food for Fines campaign was held again during the month of December. Co-sponsored by Capital Cablevision the Library forgives fines if nonperishable food items or toiletries are donated. A total of 11,423 items were collected. This amount is almost

identical to the number collected last year. The donated items are given to various food pantries and social service agencies in each of the communities we operate in.

On December 8 we had an inspection of our federal government documents collection and procedures. An inspection every five years is one of the key requirements to retain our partial documents depository status. The inspector looks at how the collection is managed, efforts made to provide access and increase the public's awareness of the collection, procedures used, etc. In my discussion with the inspector she indicated we were handling the documents in a satisfactory manner. She did indicate we should plan on adding more computer access because the emphasis from Congress is to have an increasing number of items in electronic format, particularly on CD-ROM. We upgraded our CD-ROM player in Reference last summer from a 6 to an 18 disc player. She and I discussed the burden being placed on public libraries as no financial assistance is available for the equipment to provide access to the materials. She indicated this had been requested by the Superintendent of Documents, but with the budget situation it may not be funded.

Most locations held Christmas open houses in December. The Puppeteens, ably trained and organized by Patty Bergeron, presented puppet shows at the open houses in a number of locations. The Dunbar Open House on December 9 was organized to inform patrons about the Library Friends Council. This event had approximately 250 people in attendance. Children attending were entertained by Volunteens with music, puppets and stories. Sounds of the season were provided by the Dunbar Junior High School Band and Chorus. Archie Talley presented a motivational session entitled "You Can Do It". Melanie Walters of Channel 8 attended this event and we had coverage on channel 8 as a result. Richard Ressmeyer and Linda Miller, Branch Librarian, did a great job organizing this event.

On December 15 I provided a tour of the Charleston Library to the members of the South Charleston Library staff as part of their Staff Development Day. Cindy Miller, Public Relations Officer, organized the tour and the department heads who were available each made a short presentation about their department.

The Automation Department is very appreciative of the work of Darrell Mack, a member of our Extension Department. Darrell volunteered his expertise to look at 19 terminals that were not operating. His knowledge and skill resulted in stripping parts from some of the units that allowed 10 units to be put back into service.

Update on Library Foundation. Mr. Richard Ressmeyer, Development Director, gave an update of the ongoing fund raising activities and upcoming events that will be sponsored by the Library Foundation of Kanawha County, Inc.

Report of Committees.

Financial Affairs Committee. Mr. Kauffelt reported that the Committee met to consider the following:

1. The Budget Timeline is being revised to allow the use of actual property valuation figures rather than building the budget on estimated figures. This change will result in the Board considering the proposed budget at the April meeting rather than the February meeting each year.

2. Jacobson Endowment. Mr. Jay Thomas, Trust Department, One Valley Bank, reported to the Financial Affairs Committee on the current status of the Jacobson Endowment and proposed an increase in fees at a recent meeting of the Committee. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Jacobson Endowment will continue to be administered by the Trust Department of One Valley Bank.

Old Business.

1. Cross Lanes. Ms. Wright stated that there has been no response from the Kanawha County Commission to the request made for major funding to assist in our efforts to have larger buildings at Cross Lanes and Sissonville.

Second phase schematic drawings of the proposed new Cross Lanes Library are forthcoming.

She also reported that the Jacobson Foundation recently awarded the Library a grant of $30,000 towards this project.

2. Sissonville. There has been no word from the Kanawha County Board of Education as to the status of the proposal for a joint parking lot at this facility.

3. Riverside High School. Ms. Wright reported that she has been working directly with Mr. Clint Bryan, Architect, on the draft plans of the proposed joint public library/school library media center at Riverside High School.

New Business

1. Library Appreciation Dinner - February 19, 1996

Guest Speaker: Mr. Pierre Salinger

2. Board of Directors Listing and Terms was distributed.

3. 1996 Legislative Goals was distributed. A letter is being drafted that will be sent to Kanawha County Delegates from the Kanawha County Public Library Board of Directors to request additional State Grant-In-Aid funds.

There being no further business, the meeting adjourned.

Virginia H. Rugeley

President

Linda T. Wright

Secretary

KANAWHA COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS LISTING AND TERMS

Dr. Kenneth R. Bailey
3978 Indian Creek Road
Elkview, WV 25071
Office: 442-3234 O
Home: 965-1927 H
Fax: 442-3463
Term: 9/21/95 - 07/30/96

Mrs. Phyllis H. Carter
Attorney At Law
405 Capitol Street
Charleston, WV 25301
Office: 345-1575
Term: 07/01/94 - 06/30/00

Mrs. Nelle Chilton
Dickenson Fuel Company
P. O. Box 311
Charleston, WV 25322
Office: 343-5121
Fax: 343-5169
Term: 07/01/91 - 06/30/97

73 Mr. Terry Fontalbert
207 - 83rd Street
Marmet, WV 25315
Home: 949-4062
Term: 07/01/90 - 06/30/96

Mrs. Carole Glasser
Management & Training Corp.
815 Quarrier Street, Suite 311
Charleston, WV 25301
Office: 344-1788
Fax: 344-1759
Term: 07/01/93 - 06/30/99

Mr. T. D. Kauffelt
P. O. Box 3082
Charleston, WV 25331
Office: 345-1272
Fax: 345-1280
Term: 07/01/95 - 06/30/01

Mr. Bruce Moss
100 Moss Lane
St. Albans, WV 25177
Office: 344-9601
Fax: 353-3559
Term: 07/01/94 - 06/30/00

Mr. John L. Ray
President
1210 One Valley Square
Charleston, WV 25301
Office: 342-1141
Fax: 342-0691
Term: 07/01/94 - 06/30/00

Ms. Susan Poffenbarger
1516 Kanawha Avenue
Dunbar, WV 25064
Home: 768-5925
Term: 04/10/95 - 06/30/98

Mr. Harry Reustle, Treasurer
Kanawha County Schools
200 Elizabeth Street
Charleston, WV 25311
Office: 348-6691
Home: 727-5933
Term: 11/01/93 - 6/30/98
Fax: 348-1946

Mr. Darrell Rolston
2027 Derricks Creek Road
Charleston, WV 25320
Office: 343-5698
Term: 07/01/91 - 06/30/97

Mrs. Virginia H. Rugeley
Second Vice President
1407 Sweetbrier Road
Charleston, WV 25314
Home: 346-8304
Term: 07/01/95 - 6/30/01

Mrs. Lottye W. Russell
811 Grandview Drive
Dunbar, WV 25064
Home: 768-1331
Term: 07/01/91 - 06/30/97

Mrs. Frances Sloan
5246 Baily Road
Cross Lanes, WV 25313
Home: 776-1488
Term: 07/01/92 - 06/30/98

Mr. Parker K. Smith, Jr.
1413 Long Ridge Road
Charleston, WV 25314
Home: 345-0538
Alternate #: 926-8957
Term: 07/01-90 - 06/30/96

Ms. Sandra Thomas
P. O. Box 1747
Charleston, WV 25326
Office: 343-0168
Fax: 343-1895
Term: 07/01/95 - 06/30/01

Dr. William J. L. Wallace
P. O. Box 417
Institute, WV 25112
Home: 768-4023
Term: 07/01/93 - 06/30/99

Mr. Douglas J. Walters, Director
Division of Communication
Staff Development &
Telecommunications
Kanawha County Schools
200 Elizabeth Street
Charleston, WV 25311
Office: 348-6105 or 7728
Term: 07/01/93 - 6/30/99

BRDTERMS. Revised - 10/95

WVLA

WEST VIRGINIA LIBRARY ASSOCIATION

For the Advancement of Library Service and Librarianship
Established 1914

1996 LEGISLATIVE GOALS

1. Further progress toward funding public library Grants-in-Aid to the level of $5.00 per capita. The library community is deeply appreciative for support of this goal by legislators during the past several sessions.

2. Appropriation of new funds for statewide telecommunications costs to libraries. The annual cost is estimated at $465,000. This money will enable all libraries to take full advantage of the new Infomine project funded by a federal grant from the Department of Education.

3. Another appropriation of $250,000 to pay for licensing of informational databases that will be available to library users and "dial-in" patrons at home throughout the state.

******The West Virginia Library Association supports what several legislative leaders have said: library services deserve dedicated taxes. All of these funding goals could be managed with the dedication of the state tax on telecommunications.******

4. Faculty status for professional librarians in the state's public colleges and universities. The Bill introduced by Delegate Homer Ball and Senator Thais Blatnick helps guarantee that West Virginia colleges and universities will be able to compete for academic librarians, ensures uniformity and fairness in the treatment of librarians, and extends the same recognition to librarians in higher education that school librarians in grades K-12 presently have.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
FEBRUARY 12, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, February 12, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Chilton
Mr. Kauffelt
Ms. Poffenbarger
Mr. Ray
Mrs. Russell
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dallas Sheldon, Administrative Assistant and Ms. Linda Miller, Dunbar Branch Librarian.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Mr. Ray shared with the Board two letters recently received from Senator Joe Manchin, III and Delegate Vic Sprouse regarding our request for increased funding for State Grant-In-Aid.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held January 10, 1996 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount of $49,131.78 and General Bills in the amount of $93,565.57 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,445.79 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January 1996, included were the following:

> Fax machines have now been installed in all branches. This should result in improved service by providing needed information to our users more rapidly and making more use of the collection's resources particularly the Charleston Reference collection.
>
> The recent acquisition of the Help Wanted USA microfiche service has received a great deal of media

attention. This weekly service has the want ads from 60 Sunday newspapers from around the country.

The winter weather continues to provide challenges to deal with it. Special acknowledgment to Roger Hensley, Terry Huffmanm, Jimmy Snyder and Fred Ranson for their hard work in dealing with the ice and snow.

Some examples of programs held this month: a resume workshop, a beginning genealogy session and a computer catalog class were held in Charleston. The Children's Department offered a very successful puppet making workshop attended by 22 children and 12 adults. Eleven teens attended a program in Dunbar on animation techniques. Children's programmer, Patty Bergeron, offered in all locations a well received program entitled "How Marvelous" on inventors and inventions.

Report of Committees.

- Public Services Committee - Mr. Moss reported that the Committee had met to consider the revision of the Kanawha County Public Library Meeting Room Policy. Ms. Linda Miller, Dunbar Branch Librarian and Chair of the staff committee that reviewed the policy, gave an overview of the committee's review process, background information including recent legal decisions, and systemwide implementation plans for the policy. The proposed policy was distributed earlier and a revised copy is hereby attached to the minutes of this meeting. After discussion and upon a motion by Mr. Walters, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library Board of Directors hereby adopts the Public Use of Kanawha County Public Library System Meeting Room Policy, as amended, with the proviso that the policy be reviewed after one year from the July 1, 1996 implementation date.

Old Business.

1. C.A.S.E. Mr. Ray shared information on the recent news articles concerning Phase I of the Center for the Arts, Sciences, and Education. A bill will be introduced in the West Virginia State Legislature that would authorize a $25 million bond issue, to be paid off with $2.5 million a year from state lottery profits, to help finance the proposed center in downtown Charleston.

2. Cross Lanes. Ms. Wright reported that two meetings have been held with Mr. Jerry Lamb, Architect, and second phase schematic drawings of the proposed new Cross Lanes Library will be presented to the Kanawha County Public Library Building Committee within the next few weeks.

3. Riverside High School. Ms. Wright reported that she has been working directly with Mr. Clint Bryan, Architect, on the draft plans of the proposed joint public library/school library media center at Riverside High School. A meeting of the Kanawha County Public Library Building Committee has been scheduled for February 21 to review these plans.

New Business

1. Amending charter for The Library Foundation of Kanawha County. After discussion and upon a motion by Dr. Bailey, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

> RESOLVED, That the Kanawha County Public Library, (the "Library"), as the sole voting member of the Library Foundation of Kanawha County, Inc., adopt an amendment to Article XI of the Articles of Incorporation of the Foundation in the form submitted to this meeting.
>
> RESOLVED, FURTHER, That the President of the Library be and he is hereby authorized and directed to sign such documents and to do such other things as may be necessary to have the amendment of the Articles of Incorporation of the Foundation approved by the Secretary of State of West Virginia.

2. Budget timeline for FY 96-97. A Special Meeting of the Kanawha County Public Library Board of Directors is hereby scheduled for Tuesday, March 5, 1996 at 12:00 PM to review a preliminary budget for the Library for Fiscal Year 1996-97 and to adopt resolutions for levy requests based on property valuations from the City of Charleston, Kanawha County Board of Education, and the Kanawha County Commission. These requests are in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce funds required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1996.

There being no further business, the meeting adjourned.

John
President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Policy for Public Use of Kanawha County Public Library system Meeting Rooms

The Kanawha County Public Library (KCPL) system meeting rooms are open to individuals, groups, organizations and businesses engaged in educational, cultural, intellectual, or charitable activities. Commercial activities including the promotion or sale of items or services are prohibited. The meeting rooms are available from one half hour after opening to one half hour before closing. Permission to use the library facilities does not constitute an endorsement by the KCPL system or Board of the user or the user's beliefs.

The meeting rooms are available free of charge to non-profit applicants. Groups may be asked to furnish verification of their non-profit status. ***For-profit applicants must pay via check or cash before their confirmed meeting date. The nonrefundable fee is $15.00 per hour or any portion of an hour.***

Library sponsored programs and activities have first priority for use of the meeting rooms. Applications should be submitted on a KCPL Meeting Room Application form. Applications are approved on a first-come, first-served basis within 14 working days of receipt of the completed application.

A portion of time for each meeting room is available for groups wishing to meet regularly. These groups may submit an application for up to one year at a time. Regardless of the date when the initial application is made and approved, groups must apply each April for the following ***fiscal year*** and are limited to two consecutive years per library facility. Applications submitted after April will be considered if there are no previous applicants for the requested time.

All individuals, groups, organizations and businesses using the meeting rooms must adhere to the KCPL Code of Patron Behavior (except 3N and 5 when approved) and Children's Department Supplement as well as the Meeting Room Policy Rules. Groups and individuals may not solicit or accept contributions or fees in relation to their use of the meeting rooms. All activities and materials related to the use of the meeting rooms must be contained within the room. The person or organization reserving the meeting room is responsible for any damages to the library facilities and equipment and for leaving the room as they found it. Any individual, group, organization or business who abuses or violates these rules and regulations may be denied use of the meeting rooms, including the cancellation of future and in-progress activities. The KCPL system reserves the right to have a staff member present at any scheduled activity.

The library will not be responsible for accidents and injuries and will assume no responsibility for equipment, supplies or other items owned by the group or individual and used in the library.

The Board of Directors of Kanawha County Public Library may review and modify this policy at its discretion. An applicant who has been denied use of a meeting room may appeal to the Library Director in writing within five working days after the application has been denied.

Adopted by the Kanawha County Public Library Board of Directors February 12,1996

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS
HELD ON
MARCH 5, 1996

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Tuesday, March 5, 1996 at 12:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton
Mr. Kauffelt
Mr. Moss
Mr. Reustle
Mrs. Rugeley
Mr. Smith
Dr. Wallace
Mr. Walters

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, First Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The following items were discussed during the course of the meeting:

Report of Committee.

Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Committee was held prior to this Special Meeting to discuss the preliminary budget for the 1996-97 Fiscal Year and requests to the levying authorities. The preliminary budget was distributed, discussed and approved as received. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, it was moved that the following resolution be adopted:

Levying Authority - Board of Education

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,051,882 for the fiscal year beginning July 1, 1996;

RESOLVED, that the Library do request the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,694,946 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1996;

RESOLVED, FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolutions was adopted:

Levying Authority - Kanawha County Commission

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,051,882 for the fiscal year beginning July 1, 1996;

RESOLVED, that the Library do request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,694,946 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1996;

RESOLVED, FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Upon a motion by Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolutions was adopted:

Levying Authority - City of Charleston

WHEREAS, the Board of Directors of Kanawha County Public Library (the "Library") has approved a preliminary budget in the total amount of $5,051,882 for the fiscal year beginning July 1, 1996;

RESOLVED, that the Library do request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $625,862 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1996;

RESOLVED, FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its First Vice President.

RESOLVED, FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

There being no further discussion, the meeting adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MARCH 11, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, March 11, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Ray
Mrs. Rugeley
Mr. Reustle
Mrs. Russell
Mrs. Sloan
Mr. Smith
Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant. Guests: Mr. Clint Bryan, Architect, and Mr. Jerry Lamb, Architect.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the Minutes of the regular meeting held February 12, 1996 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $62,173.05 and General Bills in the amount of $106,585.72 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,479.24 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1996, included were the following:

> February again fulfilled its usual role of being one of the busiest months of the year with almost 84,000 items being circulated. Significant increases in usage were recorded by the Audiovisual Department, Children's Department, and the Clendenin and Sissonville branches.
>
> There were a number of programs and displays throughout the system on Black history. For example, Charleston's Children's Department had a

Saturday program on the influence of music on African American heritage and Charleston also offered a Sunday afternoon program presented by Joseph Bundy entitled "Sacred Fire". Some other programs offered were term paper writing workshops at Charleston, Dunbar and Cross Lanes presented by staff members Elizabeth Fraser and Linda Miller and Sissonville offered a program for teens on valentine candy making.

In the area of staff education and training four staff members attended the Children's Literature Conference offered by Ohio State University in Columbus; Jane Hughes, Head of Technical Services, attended workshops on cataloging input and advanced editing techniques and authority control offered by OCLC; the Children's Services Department offered an all day workshop for staff on program planning for summer reading and the Automation Department offered a workshop on the basics of using the new file server.

A grant of $1,000 was received from the West Virginia Humanities Council and a donation of $1,000 was made by the Charleston Gazette to offset the expenses of the Civic Values Forum being offered at the Dunbar Library on April 20 featuring guest author Nat Hentoff. Also a grant application was submitted to the Greater Kanawha Valley Foundation for $50,000 for the Cross Lanes building project. Richard Ressmeyer is responsible for these initiatives.

We continue to have volunteers working in a number of locations. During February some members of the Key Club at Nitro High School began volunteering at the Cross Lanes Branch to help younger patrons.

Report of Committees.

1. Building Committee. Ms. Wright introduced Mr. Clint Bryan, Architect, and Mr. Jerry Lamb, Architect, who each made the following presentations:

A. Riverside High School. Mr. Clint Bryan, Architect for Kanawha County Schools, made a presentation of the drawings of Riverside High School and the proposed joint public library/school library media center and Bookmobile facility at the school.

B. Cross Lanes Branch Library. Mr. Jerry Lamb, Architect, made a presentation of the drawings of the Cross Lanes Branch Library.

Following these presentations, it was recommended to defer these issues to a future meeting in order to give Board members the opportunity to further review the plans.

2. Financial Affairs Committee - Mr. Kauffelt made the following requests on behalf of the Financial Affairs Committee:

A. Request to Declare Various Items Surplus: Upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to advertise and sell by sealed bid the following items that are deemed to be surplus equipment no longer of any use to the Library:

1. Five card catalogs
2. One lot of wooden bookshelves of various manufacture
3. One lot of wire bookracks of various manufacture
4. Judicial Clerk's Desk

B. Request for Circulation Desk for Elk Valley Branch Library: Upon a motion by Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids for a new circulation desk for the Elk Valley Library, and;

BE IT FURTHER RESOLVED, That they are authorized to accept the lowest bid from a qualified vendor in an amount not to exceed $7,500.

3. Personnel Committee. Mrs. Glasser made the following requests on behalf of the Personnel Committee:

A. Request for vendor change for dental and vision care for Library employees: Upon a motion by Mrs. Glasser, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to accept the proposal from Allied Benefit Administrators for a self-insured dental and vision care plan for Library employees, effective April 1, 1996 or as soon thereafter as feasible, and;

BE IT FURTHER RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to cancel effective March 31, 1996 or as soon thereafter as feasible the existing dental and vision care plan with Mountain State Blue Cross and Blue Shield.

B. Request for Library staff member to attend a VTLS Conference: Upon a motion by Mrs. Glasser, seconded by Dr. Bailey, and unanimously carried, the following resolution was adopted:

RESOLVED, That one staff member be authorized to attend the VTLS Training Workshop and Users Group Meeting in Charlotte, NC on April 22-25, 1996 and the expenses be paid in an aggregate amount not to exceed $500.

4. Public Services Committee. Ms. Wright made the following request on behalf of the Public Services Committee. Upon a motion by Mrs. Russell, seconded by Mr. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That the Charleston Library will be closed on Saturday, April 20, 1996 in order to set up for the Library Foundation of Kanawha County's evening event. The Charleston Library will open Friday, evening April 19, 1996 from 5-9 PM for users in an effort to limit the inconvenience that may be caused by the Saturday closing

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
APRIL 8, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 8, 1996 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Kauffelt
Mrs. Rugeley
Mrs. Russell
Mrs. Sloan
Mr. Smith
Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mrs. Virginia Rugeley, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. Ms. Wright read a card received from Ms. Alice Riecks, Cross Lanes Branch Librarian, expressing her appreciation for the opportunity to attend the national conference of the Public Library Association's recently held in Portland, Oregon.

Approval of Special Meeting Minutes. Upon a motion by Mr. Russell, seconded by Mr. Smith, and unanimously carried, the Minutes of a special meeting held March 5, 1996 were approved as mailed.

Approval of Regular Meeting Minutes. Upon a motion by Mrs. Russell, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular meeting held March 11, 1996 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the payment of Book Bills in the amount of $50,004.64 and General Bills in the amount of $91,349.43 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,632.15 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March 1996, included were the following:

> March was an extremely busy month of internal activity in addition to the usual level of public service.
>
> In the area of staff training we had several major programs. Thirty-two staff members received Internet training as a key part of the package of training being done in preparation of the introduction of limited Internet service on April 16 at the Charleston, Elk Valley and St. Albans libraries. This training was set up and coordinated by Karen Arnett, Automation Manger. We are indebted to Bell Atlantic for the use of their computer training space and to Kanawha County Schools for the use of computer labs at Andrew Jackson, John Adams and Capital High. The instructors were Stephanie Napier-Tyree a Kanawha County Public Library staff member, Karen Taylor, Librarian at Capital High and Chuck Koutnik from the West Virginia Library Commission. On March 21 Kanawha County Public Library Children's Services presented a day long workshop on Children's Reference by Dr. Brodie of Kent State University. Thirty-three Kanawha County Public Library staff members attended as well as 20 others including people from other libraries around the state and several Kanawha County School librarians. Patty Bergeron, Children's Branch Programmer, is to be commended for all her efforts that led to a very successful workshop. In addition four staff members attended a day long workshop on Children's Literature offered in Charleston by nationally known presenter Dr. Caroline Feller Bauer. And five Kanawha County Public Library staff members and Board member, Virginia Rugeley, attended the national conference of the Public Library Association.
>
> The Library Friends Council's first event was an auction held at the Dunbar Branch on March 16. To date $5,000 has been earned from auction items. Efforts continue to sell items that did not meet minimum bids the evening of the auction including the first editions of works by Beatrix Potter. A grant has been approved by the Greater Kanawha Valley Foundation for up to $50,000 for the Cross Lanes building project. This is a challenge grant

to the Cross Lanes community for new money to be raised between now and June 1997. For every two dollars raised in the community the Foundation will match with one dollar up to $50,000. This grant proposal to the Foundation was developed by Richard Ressmeyer.

In addition to the usual spring storytime sessions we had several other interesting and successful programs in March. On March 21 the Library held its 3rd annual VolunTEEN Fair at Kaufmann's Court in Town Center. This event organized by Kanawha County Public Library invites other community organizations to join us in soliciting teens to volunteer during the summer. This year thirteen other organizations joined with us in this event. Cindy Miller, Public Relations Office and Joyce Williams of Dunbar and other members of the Young Adult Committee are to be congratulated on a very successful event. On Sunday, March 24 the Charleston Library held another very successful presentation of "Coal Camp Memories" by Karen Vuranch. Despite the temptations of comparatively good weather 85 people squeezed into the Ray Room for this wonderful program.

Several changes in staffing have recently taken place. Linda Miller, formerly Dunbar Branch Librarian was promoted to the Head of Reference Services. Sandra Turner, Elk Valley Branch Librarian, requested a transfer to the Dunbar position. Susanna Holstein, Assistant Head of Children's Services, requested a transfer to the Elk Valley position. We have advertised nationally for the Assistant Head of Children's position and have received approximately 20 applications we are currently reviewing. Steve Christo, Head of Audiovisual Services, resigned effective March 27 to assume the position of Assistant Director of the Cabell County Public Library. We will miss Steve's knowledge of and passion for the promotion of audiovisual materials.

Report of Committees.

1. Membership Committee. This item was tabled until the next regularly scheduled meeting.

2. Technology Committee. Ms. Wright reported that the Committee had recently met and on their behalf submitted the Kanawha County Public Library Electronic Resources and Usage Policy for the Board's consideration. This document was distributed and a copy is hereby attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Russell, seconded by Mr. Walters, and unanimously carried, the following resolution was hereby adopted.

> RESOLVED, That the Board of Directors hereby authorizes the implementation of the Kanawha County Public Library Electronic Resources and Usage Policy, and;
>
> FURTHER RESOLVED, That this policy be reviewed after six and twelve months of implementation.

3. Personnel Committee. The following items were reported:

A. Revised Sick Leave Policy. Ms. Wright reported that the Personnel Committee had approved a revised sick leave policy. A question was raised about the sick leave bank the policy creates. Ms. Wright will review this question with the Human Resources Manager when she returns from medical leave.

B. Public Library Association Conference. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the amount approved for the payment of expenses for attendance at the Public

Library Association conference be increased to $8,600.

C. Public Relations Conference. After discussion and upon a motion by Mr. Walters, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That Cindy Miller, Public Relations Officer, be authorized to attend a conference of the Public Relations Society of America in Columbus, Ohio May 9 & 10, 1996 and that expenses be paid in an amount not to exceed $750.

4. Financial Affairs Committee. Mr. Kauffelt reported that a meeting of the Committee was recently held to discuss the proposed revised budget for the 1996-97 fiscal year. The budget was distributed and a copy is hereby attached to the minutes of this meeting. After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, (with Mr. Walters abstaining), the following resolution was adopted:

RESOLVED, That the proposed revised budget for the Kanawha County Public Library for fiscal year 1996/97 be adopted as presented.

Old Business.

1. Plans for Cross Lanes & Riverside High School.

The building plans for the new Cross Lanes Branch Library and the joint media center/public library branch at Riverside High School were presented at the March 1996 meeting of the Board of Directors and deferred to this meeting to allow all Board members an opportunity to review these plans. After discussion and upon a motion by Mr. Smith, seconded by Mrs. Russell, and unanimously carried, the building plans for these two facilities were approved.

2. Update on transition of Blind and Physically Handicapped Services. Ms. Wright reported on the status of this project.

New Business.

1. Benedum Initiative. Mr. Walters explained the purpose and goals of the Benedum Initiative and the different types of collaborative efforts currently being formulated to foster community development and responsiveness. A $15,000 planning grant request has been submitted to the Benedum Foundation for a community development project at Riverside High School involving the Library, Kanawha County Schools, the Family Resource Center and the University of Charleston.

2. National Library Week Resolution. Ms. Wright reported that National Library Week is April 14-20, 1996, and this would be an appropriate time to recognize and commend the Library staff for their hard work throughout the year. Upon a motion by Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

WHEREAS, April 14-20, 1996 is celebrated as National Library Week, and

WHEREAS, each day of the year the knowledge, energy, creativity, reliability and dedication of the staff members of the Kanawha County Public Library system provide a life-enriching variety of library services to thousands of Kanawha County people of all ages and circumstances, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system are pleased to take this occasion to commend the outstanding work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extends this special acknowledgment and appreciation to all members of the Library staff for their work in delivering high quality library services to the citizens of Kanawha County.

There being no further business, the meeting adjourned.

First Vice President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
ELECTRONIC RESOURCES AND USAGE POLICY

MISSION STATEMENT

The Kanawha County Public Library System is a public institution whose mission is to provide the means by which people of all ages, interests and circumstances may have uncensored access to a broad range of literature and other materials for personal, informational, educational, cultural and recreational enrichment. The Board of Directors, Management and Staff of the Kanawha County Public Library System are committed to excellence in the fulfillment of this mission.

ROLES

Popular Materials Library - The library features a broad range of current, high-demand, high interest materials in a variety of formats - educational, recreational, and informational - and actively promotes the use of its collection to patrons of all ages.

Reference Library - The library actively provides timely, accurate, and useful information in response to individual, business, government and community needs, and participates in inter-library loan and cooperative reference services to meet patron requests for information not available locally.

Educational Support Center - (Pre-school through end of formal education) - Encourages young children to develop an interest in reading and learning, and assists students of all ages in meeting educational objectives during their formal course of study.

GUIDELINES

The Internet and its resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, the library cannot control access points which often change rapidly and unpredictably. The Kanawha County Public Library does not monitor and has no control over the information accessed through the Internet. The Kanawha County Public Library disclaims any responsibility as to the Internet's quality, information accuracy, authoritativeness, timeliness, usefulness or fitness for a particular purpose. The Kanawha County Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connection to the Internet or other electronic resources. Patrons using electronic resources in the library must abide by the Kanawha County Public Library System code of Patron Behavior and the Children`s Department Supplement. All provisions of this policy are subordinate to local, state, and federal statute.

All electronic resources accessible through the Library are provided equally to all library users. Parents or guardians are responsible for electronic information selected and/or accessed by their children. Parents are advised to supervise their children's Internet and electronic sessions. Parents and children are advised to read "Child Safety on the Information Highway" produced by the National Center for Missing and Exploited Children and the Interactive Services Association. A copy of this document can be found in the notebook next to the computer. It can also be accessed from the Internet at *http://www.spl.lib.wa.us/splhome/infopage/spcollec/juv/safety.html*.

Staff Assistance:
Library staff will provide limited assistance for basic start up procedures. Searching suggestions have been provided through Bookmark links and in the binder next to the computer. Because of library scheduling, Internet-trained staff may not always be available. Patrons are encouraged to consult the library's online public access catalog to find reference and circulating materials on how to use the Internet.

Internet Use Only:
Internet computers are to be used for Internet access only. Computer viruses are common on public computers. The library does not allow personal disks or software to be used on the library's computers or the attaching of equipment to library hardware.

as of 4/2/96

KANAWHA COUNTY PUBLIC LIBRARY
1996/1997 BUDGET
INCOME

	1995/1996	1996/1997	% INC/DEC
Levying Authorities			
Board of Education	1,571,160	1,694,946	7.88%
County Commission	1,571,160	1,694,946	7.88%
City of Charleston	582,043	625,862	7.53%
Subtotal	***3,724,363***	***4,015,754***	**7.82%**
State Grants			
Grant In Aid (@ 3.75 per capita)	668,831	706,672	5.66%
Nitro Administrative Fee	3,239	5,138	58.63%
Institutions Grant	18,514	19,052	2.91%
Subtotal	***690,584***	***730,862***	**5.83%**
Branch Support			
Clendenin	2,137	2,364	10.62%
Cross Lanes	3,749	4,141	10.46%
Dunbar	36,504	42,726	17.04%
Elk Valley	4,048	4,526	11.81%
Glasgow	1,316	1,097	-16.64%
Marmet	1,291	1,668	29.20%
St. Albans	48,335	56,377	16.64%
Sissonville	2,875	3,107	8.07%
Subtotal	***100,255***	***116,006***	**15.71%**
Other			
Fines and Fees	60,000	75,000	25.00%
Interest	30,000	40,000	33.33%
Miscellaneous/Booksale	55,000	24,000	-56.36%
Jacobson Fund	40,000	40,000	0.00%
Library Foundation	50,000	60,000	20.00%
Subtotal	***235,000***	***239,000***	**1.70%**
GRAND TOTAL	***$4,750,202***	***$5,101,622***	**7.40%**

as of 4/2/96

KANAWHA COUNTY PUBLIC LIBRARY
1996/1997 BUDGET
EXPENDITURES

Salaries	1995/1996	1996/1997	% INC/DEC
Full-time Professional	804,217	893,391	11.09%
Part-time Professional	20,642	18,632	-9.74%
Full-time Paraprofessionals	1,248,581	1,271,585	1.84%
Part-time Paraprofessionals	255,510	262,532	2.75%
Substitute Professionals	9,900	8,828	-10.83%
Substitute Paraprofessionals	63,900	80,912	26.62%
Overtime	3,000	3,700	23.33%
Salaries Subtotal	**2,405,750**	**2,539,580**	**5.56%**
Benefits			
Drug and Alcohol Screening	0	1,200	
Education	4,500	4,500	0.00%
Employee Assistance Program	4,000	4,000	0.00%
Employee Parking	17,000	18,460	8.59%
Retirement	190,794	208,385	9.22%
FICA	191,097	194,287	1.67%
Health Insurance	290,956	300,887	3.41%
Dental/Vision Insurance	21,192	25,052	18.21%
Disability Insurance	9,000	10,000	11.11%
Workers Compensation	13,739	17,280	25.77%
Unemployment Compensation	10,000	10,000	0.00%
Subtotal	**752,278**	**794,051**	**5.55%**
Salaries & Benefits Tot	**3,158,028**	**3,333,631**	**5.56%**
Materials for Collection	680,000	742,782	9.23%
Reserve for Improved Collections	15,000	15,000	0.00%
Collection Materials Tot	**695,000**	**757,782**	**9.03%**
Building and Equipment			
ADA Furniture/Equipment	5,000	4,000	-20.00%
Automation Equipment	76,300	59,000	-22.67%
Automation Repair & Maintenance	57,800	54,500	-5.71%
Automation Software	10,000	8,000	-20.00%
Building Repair & Maintenance	52,850	64,250	21.57%
Building Improvements	45,100	29,128	-35.41%
Equipment Repair & Maintenance	10,060	10,071	0.11%
Equipment Purchase	42,049	27,085	-35.59%
Rental, Equipment & Vehicle	1,000	1,000	0.00%
Vehicle, Gas & Oil	5,800	5,100	-12.07%
Vehicle, Maintenance	7,000	9,400	34.29%
Computer Equipment	28,003	75,000	167.83%
Copier Expenses	7,800	12,800	64.10%
Rental Copier Expenses	13,850	9,650	-30.32%

Uniforms	0	900	
Building & Equipment	**362,612**	**369,884**	**2.01%**
Personnel			
Interviews	1,200	1,200	0.00%
Travel & Training	24,000	25,000	4.17%
Personnel Subtotal	**25,200**	**26,200**	**3.97%**
Public Relations			
Printing	12,000	12,000	0.00%
Programs	5,000	7,000	40.00%
Advertising	3,200	3,200	0.00%
Public Relations Subtot	**20,200**	**22,200**	**9.90%**
Supplies			
Office Supplies	16,270	17,115	5.19%
Automation Supplies	11,000	10,000	-9.09%
Library Supplies	36,490	44,425	21.75%
Housekeeping Supplies	10,975	11,275	2.73%
Supplies Subtotal	**74,735**	**82,815**	**10.81%**
Utilities			
Electricity	92,300	92,750	0.49%
Water	7,635	7,635	0.00%
Sewerage Treatment	4,575	4,160	-9.07%
Natural Gas	11,000	10,000	-9.09%
Fire Service Fee	750	750	0.00%
Telephone	45,500	51,500	13.19%
Trash Removal	2,700	2,810	4.07%
Utilities Subtotal	**164,460**	**169,605**	**3.13%**
Other			
Collection Expense for Overdue Mat	2,500	2,500	0.00%
Duplicating Expenses	3,370	4,610	36.80%
Postage/Freight	54,145	57,695	6.56%
Refunds	900	1,400	55.56%
Memberships	2,400	2,400	0.00%
Audit	3,300	3,300	0.00%
Property and Casualty Insurance	27,000	28,000	3.70%
OCLC Cataloging Expense	25,000	25,000	0.00%
Miscellaneous	2,000	2,000	0.00%
Professional Fees	10,000	10,000	0.00%
Sales Tax	1,600	1,600	0.00%
Capital Expenditure - Riverside	70,252	144,000	104.98%
Booksale	12,500	17,000	36.00%
Other Subtotal	**214,967**	**299,505**	**39.33%**
Contingency	35,000	40,000	14.29%
TOTAL	**$4,750,202**	**$5,101,622**	**7.40%**

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
MAY 13, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 13, 1996 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Mrs. Glasser
Mr. Kauffelt
Ms. Poffenbarger

Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mr. Smith

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting Minutes. Upon a motion by Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the Minutes of the regular meeting held April 8, 1996 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $67,454.87 and General Bills in the amount of $80,894.65 . were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,199.60 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1996, included were the following:

> April was a very successful month in a number of areas.
>
> First, the system's overall circulation increased by 7%. Some examples of individual unit increases are: Clendenin - 35%; Audiovisual - 30%; Dunbar - 19%; 10% at Elk Valley and St. Albans; and 8% at Cross Lanes. In the Reference Department there was a 17% increase in reference questions handled. In the Technical Services Department there was a record setting month with 3,856 items being added to the system's collection.
>
> Second, we initiated two new services during National Library Week. We began the circulation of CD-ROM's in the Audiovisual Department. With a start-up collection of 150 items partially funded by a grant from the Herscher Foundation, there were 72 items circulated between April 14-30.

There is a limit of one item per card for a 7 day loan period. In addition there is now a multimedia PC set up in the Audiovisual Department that has six CD-ROM's loaded for people to come in and use who may not have a computer at home or one that has CD-ROM capabilities.

The other service begun during National Library Week was the introduction of Internet service on April 16 at the Elk Valley and St. Albans libraries and in the Reference Department. This introduction received a great deal of media coverage with all 3 TV stations here that day. We offered a number of basic training sessions which have mostly been well attended and we will continue these to offer. The Internet computer stations have been steadily used. They have definitely attracted some people who had not previously been library users.

The third area of success were the events offered by The Library Foundation of Kanawha County. Approximately 60 people attended the Civic Values Forum on Saturday afternoon, April 16 at Dunbar. Approximately 150 people attended the Saturday evening event "We've Got the Fire". The food from Wellington's and the music by Bob Thompson were both excellent. The presentation by author Nat Hentoff was stimulating. This all came off without any hang ups due to Richard Ressmeyer's very hard work. Even though this was the Library's first social event we looked like "old hands" at this sort of thing.

The final area of success and by far the most important was the fantastic team effort by the staff in all these events. The Automation Department worked hard to bring up the Internet and to oversee the staff training for this new service. The staff received this training with great enthusiasm and worked very hard to develop a basic proficiency in order to work with the public. The Audiovisual Department and Technical Services Department worked together on the challenge of selecting, purchasing, cataloging and processing the CD-ROM's. All of the Charleston departments worked very hard to clean up, and straighten up, and have their area shine for the "We've Got the Fire" event. The maintenance and security department did a very thorough cleaning of the building for over a month and moved and relocated furniture. The Public Relations Office produced media kits for all the National Library Week events that resulted in more coverage in one week than we may every have had. I cannot praise the staff highly enough for the fantastic effort they made in the most successful National Library Week we have ever had.

During National Library Week I visited each location and with the very able assistance of Cindy Miller all staff were treated with pizza at each location during the week.

The Library Foundation's Challenge grant has almost been met. As of May 3rd we had received $44,464 with a balance of $5,536 to raise. The generous donors have extended their generosity by allowing us to have until June 30 to raise these remaining funds.

At this time a video was viewed showing the media coverage received on the introduction of Internet services at the Library. Following discussion and upon a motion by Mr. Smith, seconded by Dr. Bailey, and unanimously carried, the following resolution was adopted:

RESOLVED, That the staff of the Kanawha County Public Library system is hereby commended for the great success of National Library Week at KCPL.

Report of Committees.

1. Membership Committee. Mr. Kauffelt informed the Board that the terms of Dr. Bailey, Mr. Fontalbert, and Mr. Smith will expire June 30, 1995. Mr. Fontalbert orally submitted his resignation to Ms. Chilton, Chair of the Membership Committee, and on motion duly made, seconded and unanimously carried, the Board accepts his resignation with regret. It was also noted that Mr. Reustle will be moving out of state in the near future, at which time another vacancy will exist on the Board. Upon motion of Mr.

Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was moved that Dr. Kenneth R. Bailey and Mr. Parker K. Smith, Jr. be nominated for six-year terms beginning July 1, 1996 and ending June 30, 2002 and that the Library Director submit the names of these nominees to The Board of Education of Kanawha County for approval.

2. Public Services Committee. Ms. Russell reported that the Committee had recently met to discuss the following:

A. Exhibits Policy. This document was distributed and a copy is hereby attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted.

RESOLVED, That the Board of Directors hereby authorizes the implementation of the Kanawha County Public Library Exhibits Policy effective July 1, 1996.

B. Telefacsimile Services Policy. This document was distributed and a copy is hereby attached to the minutes of this meeting. After discussion, and upon a motion by Mrs. Russell, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was hereby adopted.

RESOLVED, That the Board of Directors hereby authorizes the implementation of the Kanawha County Public Library Telefacsimile Services Policy effective July 1, 1996.

There being no further business, the meeting adjourned.

John [illegible]

President

Linda G. Wright

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
TELEFACSIMILE POLICY AND PROCEDURES
April 18, 1996

POLICY:

The Kanawha County Public Library system will facilitate patron service by sharing information/materials between system locations.

The Kanawha County Public Library system's telefacsimile service means sending documents and/or information to patrons at branches and/or other locations as requested and/or appropriate.

The Kanawha County Public Library system's telefacsimile service will also serve an internal function through the distribution of administrative materials that will inform staff and/or improve operations at all locations.

When feasible, information and/or items/documents that are needed immediately or before they can be available from surface delivery, may be telefaxed to a system location or other appropriate location.

I. Purpose of Kanawha County Public Library system's (KCPL) telefacsimile services:

- to respond to the immediate needs of patrons and/or staff members for reference information, periodical article copies and/or other materials that are not available at requesting location because of non-ownership, missing pages/issues, incorrect editions, etc.

- to distribute, in a speedy manner and hardcopy format, messages of immediate concern/importance to library administrators, staff and system locations.

- to increase the speed of delivery of appropriate interlibrary loan requests and/or documents between system and/or networking locations

II. Information/documents that can be telefaxed:

- Requests between locations for information, document copy, periodical articles, interlibrary loans
- Selections from monographs, serials, periodicals, pamphlets, etc., that satisfy reference/informational inquires
- Charts, photographs, prints, and/or any material that can meet equipment requirements for transmittal

  NOTE: Patrons need to recognize and shall be reminded by staff that the copy quality/readability of the materials requested to be faxed may not be as clear/useful as desired. The fee for such faxed documents will still be the patron's responsibility and will be added to that patron's fine record if not paid for at time of receipt.

- Correspondence, memorandums, forms and/or reports between system locations.

III. Copyright compliance:

As appropriate, KCPL will comply with standard copyright restrictions when completing telefacsimile requests.

- KCPL recognizes the "fair use copy" doctrine in as much as photocopies/telefacsimiles are the property of the patron to be used for private study, research, etc.
- KCPL will prominently display the U. S. copyright warning and restrictions statement at all photocopy equipment/telefacsimile stations.
- KCPL will include the copyright warning/restriction statement on all telefacsimile cover forms and/or invoices.
- If the copyright statement is not already visible on materials, the receiving location will stamp the copyright statement on the first page of the incoming document.

IV. Procedures: General

A. Equipment:

- Telefacsimile equipment will be housed in a secure area at each location.

- Each telefacsimile unit will be left on at all times including nights and closed hours so that the unit can send and/or receive messages.

- At each location, staff will be trained on the correct use and maintenance of the telefacsimile equipment.

- Each location will maintain adequate supplies for the equipment at all times.

- If problems should arise with the equipment, locations will apprise the Administrative Services Officer of the situation and then call the authorized dealer for repair.

B. Requests for Information:

- Telefacsimile requests for information, documents, articles may be accepted at any location.

- Telefacsimile requests should be for information and/or materials that can be found quickly and are readily available. Telefacsimile services are not for questions that require in-depth research.

- Telefacsimile requests are accepted from any person with a KCPL borrower's card that is in good standing (i.e. no blocks) and processed under that individual's name.

- Telefacsimile requests from a patron with a hard blocked card should not be accepted/completed.

- Staff are to select the location that owns the needed material or that is most able to answer the question and forward the telefacsimile request to that location.

- In order to provide the best service, staff are encouraged to consider sending the telefacsimile request to owning locations other than Charleston.

- If the material is owned, the first alternative site is St. Albans.

- Staff will complete an appropriate cover form/transmittal sheet for each request, giving as much information as possible concerning the question, document, and/or article requested.

- Staff processing requests must telefax transmittal sheets to the appropriate location.

- Depending on the circumstances and/or information/ materials requested, staff may call in the request(s) and follow-up with the completed transmittal sheet(s). This transmittal sheet should be marked to show that it is the follow-up sheet.

- Staff are to indicate to patron that KCPL will try to respond to telefacsimile request as soon as possible but no later than within 24 hours. Weekends and non-scheduled working days may necessitate delays.

- Locations may accept telefacsimile requests until the end of their work day but will inform patrons that a request received within the last one half (1/2) hour of closing may not be processed until the next working day.

- Patrons should be informed of the hours of system locations and whether or not a request can be expected /received the next day.

- KCPL locations are encouraged to send telefacsimiles overnight in order to complete requests as soon possible.

- Locations receiving requests should respond as soon as possible when the information/materials are unavailable.

- Patrons not at the requesting location when telefacsimile is received will be notified, as soon as possible, that the transaction has been completed/received.

- Upon receipt/pick-up of materials, at a library location, patrons should pay the appropriate fee for the transaction.

- It is the responsibility of the location receiving materials to attach any non-paid telefacsimile fees to patron's record. This is done by adding FX and the amount owed to the patron's fine record.

- Standard KCPL rules for maximum fines and/or blocked privileges will apply to telefaxed fees added to a patron's record.

C. Limits of Service

- KCPL will accept up to three (3) separate citations for telefacsimile requests per patron at one time.

- A single and/or combined telefacsimile transaction will not exceed twenty (20) pages at one transmittal.

- KCPL will not accept requests for telefacsimile services that require obvious in-depth research. Patrons making such requests and/or students needing materials for research assignments will be encouraged to obtain such material/information at a library location.

- KCPL will not offer patrons telefacsimile services to send and/or receive personal/non-library related materials.

V. Procedures: Specific

- Each location will write and attach to this document any specific procedures relating to accepting/ completing telefacsimile requests that are appropriate to that location.

VI. Non-library location services

- Telefacsimile services to non-library sites will require use of a valid KCPL borrower's card in order to be processed.

- KCPL will telefax library related materials/ information directly to businesses, organizations and individuals who own/have access to telefax equipment.

- Requests may be accepted in person, via telephone or electronically.

- All fees connected with this service will be applied to the patron's fine record by the location sending the telefacsimile and will follow standard KCPL rules for fines and fees.

VII. Fees for telefacsimile services:

- KCPL will not apply a telefacsimile fee for system initiated requests for information and/or documents that are for a library location's use and/or that will be retained at that location.

- Depending on circumstances and/or when following standard Inter-Library Loan borrowing agreements, KCPL may telefax information and/or documents to other libraries, agencies, individuals, etc., without charge.

- Transmission of a telefacsimile request to a system location and/or the Nitro library will be
  0.25 per page excluding administrative pages
  (such as transmittal page, invoice page).

  NOTE: Administrative pages are defined as

  - transmittal pages that gives the request(s) citation.

  - invoice page that shows the fee(s) due for a telefacsimile sent to non-library sites.

  - there is no charge for a faxed copy of a title page when the sender has determined this is the most efficient way to transmit the bibliographic information to the requesting location.

- Transmission of a telefacsimile request to a non-library site will be
  $2.00 service charge per citation plus 0.25 per

page excluding administrative pages. An additional $1.00 fee will be applied for long distance calls outside Kanawha County.

- Fees for telefacsimile services that are not paid at the time of document pick-up and/or are connected with non-library site transmissions will be added to patron's fine record and be subject to standard KCPL rules for maximum fines/and or blocked privileges.

VIII. Public telefacsimile services

Since KCPL will not offer patrons telefacsimile service to send and/or receive personal/non-library related materials/information, each location will develop and maintain an updated list of locations in the area that do offer this service. Each location will review and correct the list annually. This information will be shared with patrons as the situation arises.

5/1/96

KANAWHA
COUNTY
PUBLIC
LIBRARY

ST. ALBANS BRANCH
602 4TH Street
St. Albans, West Virginia 25177
(304)722-4244
FAX: (304)722-4276

FAX TRANSMITTAL

FAX NO.: ____________________

TO: ______________________________ DATE: ________________

ADDRESS: ______________________________ PHONE NUMBER: ________________

______________________________ PATRON ID. ________________

FROM: ______________________________ LOCATION: ________________

Number of pages including cover: ______________

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in it's judgment, fulfillment of the order would involve violation of copyright law.

MESSAGE/COMMENTS:

Charge for this fax is ____________________
This charge will be added to your library record and should be paid as soon as possible. Standard Kanawha County Public Library rules for maximum fines and/or blocked privileges also apply [illegible] telefaxed costs added to a patron's record.

Call ______________________________ : ______________________________ [illegible]
problems receiving this transmittal.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JUNE 10, 1996

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 10, 1996 at 4:00 p.m. in the Board Room of the Library. The following members were present:

Dr. Bailey
Ms. Chilton
Mr. Kauffelt
Mr. Moss
Ms. Poffenbarger
Mr. Ray
Mrs. Rugeley
Mr. Smith
Ms. Thomas
Dr. Wallace

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. John L. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the May 13, 1996 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, the payment of Book Bills in the amount of $51,778.78 and General Bills in the amount of $83,597.86 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $855.72 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Thomas, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May 1996, included were the following:

> Much staff time during May was devoted to preparing for the summer reading program. Children's areas were decorated and publicity was distributed. Following the success of last year's video promoting the teen reading program this year a video to promote the children's summer reading program was also made. A skit performed by Children's staff members, Mary Burgess and Patty Bergeron, was videotaped at Capital High School. A number of copies were made and distributed to various elementary schools.
>
> Training was the other major focus in May. Staff member Stephanie Napier-Tyree presented several 2 hour training sessions on Netscape to 15 staff members. A workshop at West Virginia State College on Microsoft Windows was attended by 13 staff members. Seventeen staff members attended 2 day Beginning Internet training sessions at

Marshall University by the West Virginia Library Commission. Three staff members attended a technical services workshop on the OCLC Passport software. Attendance at this workshop has resulted in a more efficient handling of the cataloging and processing of audiovisual materials.

Two KCPL staff members, Elizabeth Fraser and Terri McDougal, presented sessions at the State Conference of Read Aloud, West Virginia.

A sampling of programs held in May include four Beginner's Internet sessions at Charleston. WV author Denise Giardina spoke to a crowd of 30 adults and students at Cross Lanes; local veterinarian Sarah Stephenson presented a successful program on pet care at Elk Valley; and KCPL staff member Sara Burgess presented a program on cake decorating at Dunbar that received rave reviews.

KCPL had a booth at the Senior Expo on May 14 and 15 staffed by the Public Relations Office. The Bookmobile participated in the Marmet Homecoming parade on May 4. On May 11 the Bookmobile took part in the Festival of Friends event at Coonskin Park.

The St. Albans Childrens area had repairs done to the ductwork. As this work necessitated the area be closed for public use, the timing for this work was arranged during one of the Bookmobile's off the road periods so it could be off loaded of its regular collection and reloaded entirely with children's materials. It was parked in the staff parking area and served the children of St. Albans. The cooperation of the Extension Department, the maintenance staff and the St. Albans staff led to the successful completion of this project with the least amount of disruption to patrons service.

The Cross Lanes Building campaign was launched in May with an article in Metro West, campaign brochures distributed through all the schools in the community and the interchangeable letter signs on most of the businesses had a message about supporting the library building campaign displayed during the Memorial Day weekend.

Six KCPL staff members completed college degrees in May: Karen Duckwyler, Melissa Carr, C.D. Lucas, David Stone, Stephanie Watson and Stephanie Napier-Tyree.

Special Board Resolution. After discussion, and upon a motion by Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors hereby congratulates and commends Kanawha County Public Library staff members; Melissa Carr, Karen Duckwyler, C.D. Lucas, David Stone, Stephanie Watson, and Stephanie Napier-Tyree, who recently completed college degrees, and;

RESOLVED FURTHER, That this resolution be sent to each staff member and made a part of the minutes of this meeting.

Reports of Committees.

1. Financial Affairs Committee. Mr. Kauffelt reported on an aspect of the financial record keeping that needs to be attended to before the end of the fiscal year on June 30, 1996.

- Non-Appropriated Receipts. A list of non-appropriated receipts in the amount of $178,593.92 was identified, explained and is hereby attached to the minutes of this meeting. Upon a motion by Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1995/96 fiscal year be amended to reflect the non-appropriated receipts of $178,593.92 as submitted to this meeting and any additional money received between this date and June 30, 1996.

2. Personnel Committee. After discussion and upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted as amended:

RESOLVED, That 14 staff members be authorized to attend seven different workshops offered by the School of Library and Information Science at the University of Pittsburgh, Pittsburgh, PA on different dates during the summer of 1996 and the expenses of the 14 staff members be paid in an aggregate amount not to exceed $3,800.00.

3. Support Services Committee.

A. Elevator Maintenance Contract. After discussion, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to enter into a contract with the lowest responsible bidder for elevator maintenance service at the Charleston and St. Albans libraries for the one year period beginning July 1, 1996 through July 30, 1997.

B. Copier Purchase . After discussion and upon a motion by Ms. Thomas, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the amount authorized for the purchase of a copier by the Board of Directors at its meeting held on June 13, 1995 is hereby increased to an amount not to exceed $12,000.

Old Business.

Personnel Matter. The Personnel Committee had approved the revised sick leave policy (A copy is hereby attached to the minutes of this meeting). A question was raised about the sick leave bank established under the policy. After discussion, upon a motion by Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Board of Directors hereby ratifies and approves the action of the Personnel Committee in adopting a revised Kanawha County Public Library Sick Leave Policy and authorizes implementation of the Policy.

New Business.

1. PLA Conference Overview - Mrs. Rugeley gave a brief overview of the PLA Conference in Portland, Oregon on March 22-26, 1996 and thanked the Board for allowing her to attend. She attended a pre-conference on "How to Build a Library" and a number of sessions on a wide array of topics.

2. Appointment of Nominating Committee. Mr. Ray appointed a Nominating Committee to present a slate of officers at the July annual meeting. Ms. Glasser, Mr. Kauffelt, and Ms. Thomas will make up this committee with Ms. Thomas selected as Chair.

3. Date of Annual Meeting. Mr. Ray suggested that the date of the Annual Meeting be changed to July 12, 1996 at 2:00 p.m. It was also suggested that the Annual Meeting be held at the Dunbar Branch Library. On motion duly made, seconded and unanimously carried, the following resolution be adopted:

> RESOLVED, That the Annual Meeting of the Kanawha County Public Library Board of Directors be held July 12, 1996 at 2:00 p.m. at the Dunbar Branch Library, 301 12th Street Mall, Dunbar, West Virginia.

There being no further business, the meeting adjourned.

John L. Ray
President

Secretary

AS OF 5/31/96

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1995/1996

Basic Grant In Aid - over and above $668,831.00	$ 41,946.00
Institutional Grant - over and above $18,514.00	538.00
Interest - over and above $30,000.00	43,298.37
Fines & Fees - over and above $60,000.00	46,370.10
Check Cancellations	9,333.24
Gallipolis Parts/Parts Plus - Returned Part Refund	34.24
Montgomery Ward Rebate Program - VCR Rebates	40.00
Kanawha County School Credit Union - Overpayment Refund	27.00
Canaan Valley Resort - Yvonne Farley Refund	103.00
Yvonne Farley - Return Meals & Registration Fees	73.00
Charleston Newspapers - Rate Difference Refund	48.80
Fred Ranson - Luncheon Fee Refund	7.00
Central Glass Company - Duplicate Payment Refund	32.00
Circuit City - VCR Rebate	20.00
Olivia Bravo - Long Distance Calls Reimbursement	1.12
Judy Duncan - Long Distance Calls Reimbursement	3.30
Angela Miller - Long Distance Calls Reimbursement	2.06
Cindy Miller - Long Distance Calls Reimbursement	2.67

Cross Lanes Library - Bulk Mail Reimbursement	216.35
U. S. Postal Service - Postage Refunds on Envelopes	19.36
Cobraserv - Dental/Vision Insurance for Mary Penn	135.20
Marsha Taylor - Dental/Vision Insurance Family Premium	25.35
Patricia Abbott - Dental/Vision Insurance Family Premium	38.03
Kanawha County Public Library - Dental/Vision Payroll Deductions	1,410.41
Peg Palmer - Health Insurance	259.00
Mary Penn - Health Insurance	1,032.00
Sylvia Grandal - Health Insurance	352.00
St. Albans Library - Supplies Reimbursement	33.84
Katheryn Comer - Returned Check	22.50
Sara Boardman - Returned Check	3.90
Gabi Welch - Returned Check	4.50
Michelle Albu - Returned Check	21.00
Robert Taylor McCoy - Returned Check	1.00
Irene Burns - Returned Check	4.00
Rosemarie Armstead - Returned Check	5.00
Sale of Book Covers	20.00
Maranatha Fellowship - Furniture/Equipment Bid Purchase	380.00
Velma Jackson - Furniture/Equipment Bid Purchase	27.50
Sandra D. Frercks - Furniture/Equipment Bid Purchase	40.00
Eddie Childers - Furniture/Equipment Bid Purchase	50.00
Dallas Sheldon - Furniture/Equipment Bid Purchase	10.00

L. E. Frazier - Furniture/Equipment Bid Purchase	220.69
Victoria Cox - Furniture/Equipment Bid Purchase	40.00
WV Library Commission - Infomine Grant	30,374.02
John K. Boggess (State of WV) - Salary Reimbursement (WC)	983.83
City of Nitro - Collection Materials Supplement	740.00
Goldberg, Persky, Jennings, White & Hostler - Copies	46.80
KCPL Misc. Special Fund - Deposit Error Reimbursement	99.63
WV Library Commission - Karen Arnett Expenses	10.11
WV Library Commission - Sandy Frercks Expenses	3.00
Fred Ranson - Personal Use of KCPL Sam's Club Card	10.00
Cabell County Public Library - Children's Reference Workshop	25.00
Susan Danford - Children's Reference Workshop	25.00
Sharon Heidt - Children's Reference Workshop	25.00
	$178,593.92

KANAWHA COUNTY PUBLIC LIBRARY

PERSONNEL POLICIES AND PROCEDURES

SECTION: 600 Absences

MEMORANDUM: 602
(Replaces Memorandum 402 [7/1/88]

SUBJECT: Sick Leave

ORIGINATION DATE:

EFFECTIVE DATE: May 1, 1995
REVISION DATE: Feb. 15, 1996

POLICY:

Full-time staff members will normally be granted time off with pay in case of illness, bereavement, maternity, and personal leave as outlined in the following procedures. Part-Time staff members and contract employees receive no sick leave benefits.

RATIONALE:

It is the intent of the Library Board to provide sick leave benefits that are fair and reasonable to both employees and employer, that are clearly stated and that lend themselves to equitable and non-discriminatory application and administration.

EARNED SICK LEAVE:

Sick leave time is earned at a rate of 1.75 (1 3/4) days per month of service.

A newly-hired, full-time employee starts to earn paid sick time the effective hiring date as modified by the following:

- An individual employed on or before the 15th of the month will be given credit for the month.
- An individual employed after the 15th of the month will not receive credit for the month.
- Any employee terminating employment before the 15th of the month will not receive credit for the month.
- Any employee terminating employment after the 15th of the month will receive credit for the month.

Sick leave time earned is credited to the employee each month by the Human Resources Office on the first day of the following month.

Sick leave time is accumulated without a maximum limit.

Sick leave time is not earned while on unpaid leave. See Memorandum #603 "Other Leave" for details.

SICK LEAVE TIME TAKEN:

An employee must have earned sick leave time to cover sick leave taken. An employee cannot advance **or borrow** his/her own sick leave. Newly-hired employees may begin using sick leave time as soon as it is earned.

Sick leave time taken is defined as absence due to the illness of the employee, the employee's children, or others who reside in the employee's household. Absence for medical, dental and medical laboratory appointments are also permissible as sick leave time taken for the employee, the employee's immediate family members and others who reside in the employee's household. Sick leave may also be taken when the employee is a caregiver for immediate family members who do not reside in their household such as elderly parents.

When ill, the Kanawha County Public Library (KCPL) employee must personally contact their direct supervisor at least one hour prior to scheduled work time or earlier, if possible. Employees are responsible for personally calling in **or in emergency situations only, having their designee make the call**. If the supervisor is unavailable, the employee is to speak with the department head or Human Resources Manager or in their absence call Administration and leave a message. Employees who are ill for more than one day must call in each day at least one hour prior to scheduled work time to report illness unless the employee has a doctor's excuse. Employees having a doctor's excuse must call in at least every three days. Employees who become ill when scheduled to work on Sunday shall follow the call-in procedures specified in the Sunday Schedule Procedures.

Sick leave may be reported in increments or multiples of at least one-quarter (1/4) hour. The minimum that can be taken and reported is one-quarter (1/4) hour. Such time cannot be "made up". It must be counted as sick leave time taken. The department/ branch head will keep records on each employee's time off because of late arrival to work and/or for early departure from work due to the employee's illness and time off from work for medical, dental and laboratory appointments. A sick leave request form shall be completed for these instances as soon as possible, signed by the supervisor and forwarded to the Account Technician.

Illness or sickness while on vacation cannot be counted as sick leave time except that time spent in a hospital or in an emergency room while on vacation will be counted as sick leave time taken and not as vacation time taken if the employee so chooses. Appropriate substantiation must be provided.

Bereavement leave is time off work which is due to a death in the employee's immediate family (mother, father, sister, brother, husband, wife, child, grandparents, grandchildren, parents-in-law, step-parents, step-children, or any person living in the same household as the employee).

A maximum of five (5) days absence for each instance of bereavement, may be used. This includes travel time as sick leave time taken.

Up to five (5) days absence for death in the employee's immediate family, occurring while the employee is on vacation, and for which the employee attends the funeral, will be counted as sick leave time taken and not as vacation time taken if the employee so elects. Travel time is included in the five days. Appropriate substantiation must be provided.

If there is not enough sick leave time earned to cover the bereavement leave, the employee must choose to count the "uncovered" time as vacation time taken or as a salary deduction.

Sick leave claimed under false pretenses shall be cause for immediate dismissal.

PERSONAL LEAVE:

Each employee may take three (3) days of personal leave as sick leave time taken within each fiscal year without regard to cause of absence except that:

a. Personal leave may not be used the day before or the day after paid vacations or paid holidays unless it has been requested at least two weeks prior to the date needed and it has been approved by the Department Head and/or Branch Manager. Such requests may be denied if the leave will result in understaffing of the Branch or Department.

b. Personal leave may not be taken if there is not enough unused sick leave time earned to cover it.

Personal leave days will not be carried from one fiscal year to the next. "Unused" personal leave days are not lost; they are carried forward as sick leave days earned.

Notice of intent to take personal leave will be given by the employee to the appropriate department/branch head as soon as the employee is aware of the need to take a personal leave day.

The use of a personal leave day may be denied if at the time the notice is given, the department/branch head deems that such absence will result in understaffing of the department/branch. Personal leave may be granted on consecutive work days at the discretion of the department/branch head who shall determine whether granting such leave shall be detrimental to department/branch operations.

REPORTING PROCEDURES:

Sick leave time taken shall be reported on the leave request form, SW # 1004, including bereavement leave and personal leave. The form shall be forwarded to the Administrative Office within the pay period during which sick leave was taken.

Sick leave forms shall be signed by the employee and by the appropriate department/branch head. Claims for more than three (3) consecutive days, in the case of illness, must be accompanied by a doctor's excuse which has been signed by a duly licensed physician.

All absences for illness or bereavement must be reported on the Leave Request Form without regard to the employee's sick leave time earned status.

When a pattern of sick leave abuse appears to have developed, the Human Resources Department may request appropriate substantiation of any/all sick leave claims by an employee. Sick leave time earned may not be used for vacation purposes. See Memo #604: "Vacation". The unused portion of the employee's sick leave time earned will be canceled upon separation from employment or upon the death of the employee. There is no "cash payout" unless the employee qualifies for the KCPL option specified on Page 6 of this policy. When the employee retires, unused sick leave may be used as specified in this policy. See the section entitled "Conversion of Unused Sick Leave Upon Retirement".

SICK LEAVE BANK:

Accumulated Sick Leave is transferable to the sick leave bank established per the procedures in this section. KCPL will maintain a Sick Leave Bank where full-time employees may (deposit) donate their unused Sick Leave hours and/or days for use by other full-time employees who have exhausted both their Sick Leave and Annual Leave due to serious illness and/or injury which results in a long-term absence from work. Donors will notify the Human Resources Department via completion of Form #SW 1098 of the number of sick leave hours they wish to contribute and specify (if desired) to which employee is to receive their donated sick leave. Employees are allowed to donate sick leave hours and not specify a recipient. The Human Resources Department will adjust both the donor's and the recipient's sick leave balances. Donors must have accumulated and must maintain a balance of at least 500 sick leave hours before they are allowed to give sick leave to fellow employees. Donors can only give up to 15.0 total hours per month for the employee(s) that they designate. Neither the donor nor the recipient will receive a cash payout for the Sick Leave time.

The Human Resources Department will provide written confirmation and approval of all sick leave bank transactions to the Account Technician for payroll purposes.

Full-time employees who have exhausted their sick and annual leave due to serious illness and/or injury (except for Worker's Compensation injuries) are eligible for short-term disability which pays 60% of their base salary. The donated sick leave is intended to make up the 40% difference so that the ill and/or injured employee receives but does not exceed 100% of his normal base pay (less any legal and/or required federal or state payroll deductions). Two months prior to when an employee would exhaust the short-term disability benefits, KCPL will help the permanently disabled employee file a claim for long-term disability benefits through TIAA. When the claim is approved, the employee goes off KCPL's payroll and his/her salary will be paid by TIAA.

Donor employees cannot take their sick leave back from the Sick Leave Bank. If the amount donated exceeds the current needs of employees, the Human Resources Department will carry the excess hours until another employee needs them and will use those hours for the next employee who needs them. If there are not sick leave hours in the Sick Leave Bank and a KCPL employee needs some sick leave hours, the Human Resources Department will broadcast an appeal for donors. There will be no limit or cap on the number of hours carried in the Sick Leave Bank.

CONVERSON OF UNUSED SICK LEAVE UPON RETIREMENT (PEIA OPTIONS):

Option I:

An employee who retires at age sixty (60) or older with five (5)calendar years of full-time continuous service and who has West Virginia PEIA hospital/medical coverage in his/her name may opt to have his/her unused portion of accrued sick leave time credited toward the extension of his/her WVPEIA hospital/medical insurance coverage. There is no cash pay out.

When a participating employee retires, he/she must continue coverage in his/her name in order to use the unused portion of the employee's accrued sick leave time as a credit for extended insurance coverage under the plan.

A participating employee satisfying all the terms and conditions set forth above shall be entitled to extended insurance coverage benefits as follows:

Effective July 1, 1987

Single Coverage	Family Coverage
Two (2) days of unused accrued sick leave = one month premium for hospital/medical insurance (single health insurance employee only). Cost will be paid by KCPL.	Three (3) days of unused accrued sick leave, one month premium for hospital/ medical insurance (family health coverage only). Cost will be paid by KCPL.

Option II:

The employee may opt instead to convert the unused Sick Leave into up to one year of service based upon the criteria supplied by the WV Consolidated Public Retirement Board.
The employee must contact the Retirement Board for details. Again, there is no cash payout.

Chairperson, Personnel Committee

Library Director

Date

Date

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
JULY 12, 1996

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 12, 1996 at 2:00 p.m. in the Meeting Room at the Dunbar Branch Library.

The following members were present:

Ms. Chilton
Mrs. Glasser
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Sloan
Ms. Thomas

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Mr. Dallas Sheldon, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President introduced those Board members present.

The President welcomed the library staff and the following guests: Miss Andrea Gilreath from the Cross Lanes

Branch Board; Ms. Dorinda Custer from the Dunbar Branch Board; Ms. Sandra Marshburn from the Elk Valley Branch Board; Ms. Caroline Cloer and Ms. Carol Quillen from the St. Albans Branch Board.

The President also welcomed the following special guests: Ms. Mary Alice Elkins, Ms. Beverly Johnson, Ms. Jane Johnson, Ms. Dorothy Thomas, and Ms. Elizabeth Witschey from the Woman's Kanawha Literary Club.

Correspondence. Ms. Wright read a letter from Ms. Jorea Marple, Superintendent, Kanawha County Schools, approving the nomination of Dr. Kenneth R. Bailey and Mr. Parker K. Smith, Jr. for six year terms on the Kanawha County Public Library Board of Directors to end on June 30, 2002.

Approval of Minutes. Upon a motion by Ms. Glasser, seconded by Ms. Chilton, and unanimously carried, the minutes of the June 10, 1996 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $24,309.14 and General Bills in the amount of $88,308.07

were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,656.40 duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director and asked the Library Director's Annual Report for Fiscal Year 1995/96. Ms. Wright noted some of the accomplishments during the past year.

The Annual Report for fiscal year 1995/96 is hereby attached to the minutes of the meeting.

Ms. Wright then introduced the following staff members who made presentations to the Board:

- Judy Duncan, St. Albans Branch Librarian, and Traletta Wallace, Marmet and Glasgow Branch Manager, each shared an overview of the success of the Rotating Collections.

- Karen Arnett, Automation Manger, spoke on the installation of the Computer File Server and related technology.

- Jane Hughes, Technical Services Department Head, and Julie Spiegler, Audiovisual Department Head, each shared an overview of the circulation of CD-ROM's

- Ethel Lindberg, Library Assistant 3, from the Cross Lanes Branch, Pat Abbot, Sissonville Branch Manager, and Sara Sue Wright, Reference Librarian, gave an overview of the implementation of system wide FAX services.

- Stephanie Napier-Tyree, Network Technician, Mary Lou Lucas, Library Assistant 2, from the Elk Valley Branch and Elizabeth Fraser, Assistant Department Head of Reference, each presented an overview of the Internet Services available.

The regular portion of the meeting resumed. Mr. Ray asked for the report of the Nominating Committee.

Ms. Thomas, reported that the Nominating Committee recommended the following slate of officers for 1996/97:

- Mrs. Virginia Rugeley - President
- Ms. Nelle Chilton - First Vice President
- Mr. T. D. Kauffelt - Second Vice President
- Ms. Linda G. Wright - Secretary/Treasurer
- Dr. Fred D. Ranson - Asst. Secretary/Treasurer

There being no nominations from the floor, upon motion of Mr. Moss, seconded by Mrs. Glasser, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

Mr. Ray, former President, welcomed the new President, Mrs. Virginia Rugeley, to office and to preside over the remainder of the meeting. Mrs. Rugeley thanked Mr. Ray for the excellent job he had done as President during the past eight years. Upon a motion by Mrs. Rugeley, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

WHEREAS, Mr. John L. Ray has served as the President of the Kanawha County Public Library Board of Directors since July 11, 1988; and

WHEREAS, Mr. John L. Ray has led the Library with great distinction during a period of time that has seen the initiation of strategic planning, establishment of a library foundation, growth of the library's commitment to technology and greater efforts for the development and training of library staff members; and

WHEREAS, Mr. John L. Ray has given selflessly of his time and talent to the benefit of the Library.

THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership he has rendered to the Library during his tenure as President of the Board.

New Business.

1. Election of Board Members for the Library Foundation of Kanawha County, Inc. Upon motion of Mrs. Glasser, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That in accordance with Article VI, Section 6.1 of the Bylaws of the Library Foundation of Kanawha County, Inc. the following individuals shall serve on the Foundation's Board of Directors for the following terms:

Nelle R. Chilton - four year term which expires in 2000

William Maxwell Davis - four year term which expires in 2000

Charles W. Loeb, Jr. - six ~~four~~ year term which expires in 2002

John L. Ray - two year term which expires in 1998

Virginia H. Rugeley - six year term which expires in 2002

Martha G. Wehrle - two year term which expires in 1998

There being no nominations from the floor, it was moved that the above-named Foundation Board members be elected by acclamation.

2. Dedication. Ms. Wright announced that this is the 100th anniversary of the Woman's Kanawha Literary Club. As this group was responsible for founding the Library in 1909, the Library wished to dedicate a set of reference books, American Decades, in honor of this anniversary. Book plates recognizing this fact will be placed in each volume of the set.

There being no further business, the meeting adjourned.

John L. Ray
President

Linda S. Wright
Secretary

5.

1995-96

Annual Report

Kanawha County Public Library system

- Bookmobile
- Charleston
- Clendenin
- Cross Lanes
- Dunbar
- Elk Valley
- Glasgow
- Marmet
- Sissonville
- St. Albans

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Library Board of Directors

Mr. John L. Ray
President

Mrs. Virginia H. Rugeley
First Vice President

Ms. Nelle Chilton
Second Vice President

Dr. Kenneth R. Bailey
Ms. Phyllis Carter
Ms. Carole Glasser
Mr. T. D. Kauffelt
Mr. Bruce Moss
Ms. Susan Poffenbarger
Mr. Darrell Rolston
Mrs. Lottye Russell
Mrs. Frances Sloan
Mr. Parker K. Smith, Jr.
Ms. Sandra Thomas
Dr. William J. L. Wallace
Mr. Douglas J. Walters

- One member was appointed:
  - Dr. Kenneth R. Bailey

- Two members resigned:
  - Mr. Terry Fontalbert
  - Mr. Harry Reustle

Library Staff

Patricia Abbott
Janet Adams
Jean Andrews
Karen Arnett
Barbara Bays
Holly Becker
William Bell
Patricia Bergeron
John Boggess
Brian Bradley
Olivia Bravo
Willie Brooks
Linda Brumfield
Darlene Burdette
Reba Burdette
Mary Burgess
Sara Burgess
Melissa Carr
Eddie Childers
Janet Christman
Garnett Clark
Phyllis Clendenin
Vicki Cox
Patricia Crihfield
Kim Dankovich
Penny Dawson
Gwyn Dekker
Yvonne Dolin
Ralph Douglas
Karen Duckwyler
Judith Duncan
Samantha Eck
Lori Falin
Yvonne Farley
Denise Ferguson
Ronald Finney
Jo Ellen Flagg
Brenda Foye
Elizabeth Fraser
Lucy Frazier
David Frercks
Sandra Frercks
Linda Galloway
Beverly Geiger
Robert Gibson,Jr.
Wanda Good
Diana Grant
Paul Gwinn
Pamela Hacker
Sandra Haley
Jenifer Hamon
Betty Jane Harper
Jessica Harper
Susan Harper
Gail Harrison
Roger Hensley
Marilyn Henstock
Bridget Herndon
Mary Jane Hicks
Billy Holcomb
Marsha Holliday
Garnetta Holmes
Susanna Holstein
Sheila Hooper
Neva Horne
Patricia Howell
Judith B. Hudnall
Judy A. Hudnall
Terry Huffman
Jane Hughes
Betty Hundley
Linda Irving
David Jackson
Velma Jackson
Sharon Jaggers
Carol Johnson-Cyrus
Brenda Jones
Kevin Kidd
Kelli Kroeger
Linda Lacaria
Cynthia Lane
Linda Lawrence
Matthew Lawson
Ethel Lindberg
David Lowdermilk
C. D. Lucas
Mary Lou Lucas
Darrell Mack
Lisa Mack
Janet Martin
Bob McCracken
Terri McDougal
Margaret McGarrity
Angela Miller
Cynthia Miller
Linda Miller
Joycelyn Mills
Theelema Mines
Stephanie Napier-Tyree
Jean Naylor
Tammy Parker
Deborah Parsons
Sharon Patton
Diane Pauley
Barry Pearson
Nancy Pennington
Annette Phillips
Henry Pickens
Thelma Mae Pickrell
Kristen Priestley
Frederick Ranson
Pam Reger
Richard Ressmeyer
John Reynolds
Willard Reynolds
Anetra Riddick
Alice Riecks
Timothy Rock
Janie Rojas
Debra Russell
Jane Saluta
Vicky Samples
Joann Sampson
Jerry Sapp-Duff
Mary Savage
David Schau
Dallas Sheldon
David Simms
Yvonne Sloan
Dixie Smith
Shirley Smyth
Jimmy Snyder
Linda Spaulding
Julia Spiegler
David Stone
Barbara Straughter
Eddie Sweeney
Cathy Tamargo
Marsha Taylor
Mary Ann Taylor
Judith Toney
Sandy Trimble
Peggy Triplett
Norma Truluck
Charles Tuitt
Sandra Turner
Toni Tuttle
Freda Valavanis
Traletta Wallace
Lora Ward
Paula Ward
Stephanie Watson
Penny Welday
Joyce Williams
Cicely Woodson
Linda Wright
Sara Sue Wright
Kelly Zurel

Library System Statistics

Total patrons registered as of June 30, 1996:	*106,396*
Total items in the collection as of June 30, 1996:	*612,435*
During the 1995/96 Fiscal Year:	
Items Circulated:	*1,039,289*
New Patrons Registered:	*11,814*
Patron Contacts:	*925,719*
Visits to Libraries:	*847,646*
Calls to Libraries:	*78,073*
Reserve Requests Processed for Specific Items:	*99,435*
Items Interloaned from one KCPL location to another:	*51,787*
Items Requested by other library systems from KCPL through Interlibrary Loan	*3,187*
Directional, Information and Reference Questions Answered:	*270,739*
Number of Children's Programs Conducted:	*520*
Number of Children Attending Children's Programs:	*10,100*
Number of School Classes Touring Libraries:	*306*
Number of Students Touring Libraries:	*7,973*
Number of People Using Public Meeting Rooms:	*10,374*
Number of Volunteer Hours Provided by Young Adults:	*5,350*
Number of Volunteer Hours Provided by Adults:	*1,422*

Library System Operations Highlights

- The total circulation of all materials was 1,039,289. In the fiscal year just ended 99,435 reserve requests were handled compared with 95,349 in the previous year for an increase of 4% The number of directional, information and reference questions answered was 270,739 an increase of 4%. The total number of patrons using library facilities was 847,646. The number of new patrons registered was 11,814.

- There was a significant increase in the number of children's programs with 520 conducted as opposed to 435 last year. As a result, program attendance increased significantly as well with 10,100 children attending these programs.

- The growth in our young adult volunteer program, VolunTEENS, has been dramatic. There were 68% more hours volunteered for a total of 5,350 hours donated during the 1995-96 fiscal year. These young people have made a substantial contribution particularly to the summer reading program activities.

- The Audiovisual Services Department continues to be the unit showing the greatest growth of circulation. A record 66,671 items were circulated this fiscal year as compared to 51,243 for the last year. This is an increase of 30%. These materials are for the most part videos, books on cassette, music cassettes and compact discs. The Department worked to increase the number of books on cassette to try to better meet the great demand for this type of material. The number of compact discs in the collection increased and rotating collections of compact discs were initiated in the branch libraries.

- Besides Audiovisual Services the three units showing the greatest increased use are Clendenin with 13%, Children's Services 7% growth and Sissonville with 6%.

- The Technical Services Department added 35,840 items to the collection in fiscal year 1995-96 and withdrew 42,960 items. The Technical Services Department has added an average of 2,987 items per month to the KCPL collection. This is a 6.7% increase over the 94/95 average of 2,799 items added per month.

- Interlibrary loan service continues to be heavily used. Three thousand one hundred eighty-seven books and periodical articles were sent to other libraries mostly in West Virginia. In addition 833 items were requested from other libraries to meet the information needs of Kanawha County Public Library patrons.

- A new edition of the West Virginia Foundation Directory was published. Elizabeth Fraser of the Reference Department did the research and compiled the information and Dallas Sheldon entered the data on the computer and printed and collated the copies. There have been 85 sold to date to a wide variety of organizations in West Virginia.

- Approximately 6,800 *(4,500 last year)* hours of volunteer time was given systemwide. These volunteer hours are very much appreciated as they resulted in the library staff being able to give better service to our patrons.

Library System Operations Highlights (continued)

- The Extension Department staff and staff from branch libraries planned and implemented a new large print rotation collection. This project included the weeding of the central collection in the Circulation Department. Books were selected for the rotation and branch collections are being sent back to the Extension Department to be weeded.

- The Technical Services Department completed a special project which resulted in more than 4,500 items in the storage area on the fourth floor of the Charleston Library becoming a part of the on-line public catalog, thus improving access to these materials.

- The Technical Services Department restructured all processes and procedures to incorporate on-going quality control, thus speeding all processes up and assuring accuracy at the same time. Along with this, the physical arrangement of the Department was changed to enhance these new processes and procedures.

- The Technical Services Department staff incorporated OCLC's new Passport for Windows software and loaded this software to allow for the searching, cataloging and editing of MARC records on-line. Staff members can now transfer those records into KCPL's VTLS database without the use of paper worksheets. This new procedure will be used for all audiovisual materials and bestsellers.

- Work continued on the ongoing review of the materials collection. St. Albans weeded two-thirds of the adult fiction collection and moved books higher on the shelves which makes the books more visible. Pamphlet files at St. Albans and Glasgow were weeded. Weeding of the adult collection at Elk Valley was completed, as was the weeding of the majority of the juvenile collection. With the help of our 1995 VolunTEENS, the record collection on the first floor of the Charleston Library underwent an intensive weeding. Approximately 250-300 boxed music cassettes (housed in an old card catalog) were fit into new plastic cases and interfiled with the circulating music cassette collection. The children's collections at Glasgow and Marmet were weeded. The Reference Department reviewed thousands of books from the fourth floor storage area during the recovery effort associated with the collapsed shelves.

- The delivery of service to homebound patrons was completely revised. The service had previously been delivered centrally from the Charleston Library's Extension Department, using staff to deliver materials to patrons homes. A successful pilot project took place in St. Albans where service to the six patrons in that area was transferred to the St. Albans staff to select the materials, with volunteers delivering the materials to the patrons homes. Homebound patrons from other branch communities will be served in a similar fashion. Also a volunteer was found to deliver materials to a number of patrons in the Charleston area. This decentralization of the service and use of volunteers should allow the KCPL system to serve more homebound patrons more efficiently.

- A number of actions were taken during the year to improve access to the collection. Inspirational fiction was labeled at St. Albans as to series and number or place in series. Elk Valley expanded the number and frequency of displays done at the branch, and rearranged furnishings to improve the visibility of popular parts of the collection. The Children's area at St. Albans placed all audiovisual materials in one area. Relocation of several special collections on the first floor at St. Albans allowed for more space to be allocated for new materials and allowed better access to adult paperbacks by wheelchairs. Clendenin took on a project to improve the access to the audiovisual materials by relocating all such materials in one general area. The Audiovisual Department introduced racks for the new items added to the collection. The Children's Department also added a rack to highlight new videos.

- The Reference Department initiated a trial project in which patrons who call the Library when it is closed are given the opportunity to select a voice mail box and leave their names and telephone numbers along with their questions. The questions are researched and the patrons contacted on the next day the Charleston Library is open.

- The growth of the Audiovisual Department's music collection resulted in its staff revising the labels for sub-categories of music. For example, the "Popular" category has been reorganized so that Country, New Age and Gospel/Contemporary Christian music each have their own distinctive colored labels to make them easier to find.

- In December an inspection of the Federal Government Documents Collection and the related procedures was held by a representative of the Superintendent of Documents. An inspection every five years is one of the key requirements to retain our Partial Documents Depository status.

- The circulation of CD-ROM's in the Audiovisual Department began in April with a start-up collection of 150 items that were partially funded by a grant from the Herscher Foundation. Also, there is a multimedia PC set up in the Audiovisual Department that is loaded with six CD-ROM's for patrons to use. This is especially helpful to patrons who may not have a computer at home that has CD-ROM capabilities.

- Internet service was introduced on April 16 at the Elk Valley and St. Albans Libraries and in the Reference Department in Charleston. This introduction received a great deal of media coverage on all three local major network television stations. A number of basic Internet training sessions were offered and continue to be offered. The Internet computer stations were steadily used and definitely attracted some people who had not previously been library patrons. At the Charleston Library well over 2,800 people used three Internet stations in the first ten weeks since this service was introduced.

Library System Operations Highlights (continued)

- The Meeting Room Policy and Exhibits Policy were reviewed by a staff committee. This review led to the Board of Directors adopting revised policies for meeting rooms and exhibits.

- FAX service was expanded to all branch libraries. FAX machines were purchased for branch libraries and a FAX copier for the Reference Department in Charleston. This enabled the resources of that department to be shared more widely and markedly improved the response time for the patrons at branch libraries in obtaining copies of needed materials. Previously there was anywhere from a day to three day wait for such material, depending on the Library system's courier schedule.

Human Resources Management Highlights

- The Sixth Annual Staff Development Day was held on October 4 with 125 staff in attendance plus four staff members from the South Charleston Public Library. Twenty classes were offered.

- Five staff members and one KCPL Board member attended the Public Library Association Conference in Portland, Oregon in March.

- The annual West Virginia Library Association conference was held in Canaan Valley. Thirteen staff members attended and a number of staff members participated in making presentations at sessions and/or were involved in various committees or activities of the Association.

- A number of staff members worked on a self-paced introduction to the Word for Windows software offered by the Automation Department.

- Staff members attended several multi-day workshops offered by the School of Library and Information Science at the University of Pittsburgh. Jane Hughes from the Technical Services Department, attended a workshop on cataloging non-print materials. Elizabeth Fraser and Yvonne Farley of the Reference Department and Judy Duncan, St. Albans Branch Librarian and Sandra Turner, Elk Valley Branch Librarian attended Internet workshops.

- One of the priorities for staff training activity this fiscal year was to improve computer skills. Thirty-nine staff members attended one of the three sessions of a hands-on, six-hour workshop on the basics of Microsoft Windows and Word for Windows offered at the Community and Technical College at West Virginia State College by the Institute of Local Government.

- The Automation Department offered a workshop in February on the basics of using the new file server for 34 staff members.

- Thirty-two staff members received Internet training as a key part of the package of training done in preparation of the introduction of limited Internet service. This training was set up and coordinated by Karen Arnett, Automation Manger. KCPL is indebted to Bell Atlantic for the use of their computer training space and to Kanawha County Schools for the use of computer labs at Andrew Jackson, John Adams and Capital High. In addition 17 staff members each attended three-day workshops on Internet in May and June sponsored by the West Virginia Library Commission.

- Staff member Stephanie Napier-Tyree presented several two-hour training sessions on Netscape (Internet browser software) to 15 staff members.

- One staff member attended the VTLS Educational Conference and VTLS Eastern Users Group Meeting in Blacksburg, VA.

Human Resources Management Highlights (continued)

- In total the Human Resources Department arranged for 805 training instances at a cost of $21,760.

- A staff committee representing a cross section of KCPL system employees compiled a Guide for New Employees.

- Several changes in staffing took place. Linda Miller, formerly Dunbar Branch Librarian was promoted to the Head of Reference Services. Sandra Turner, Elk Valley Branch Librarian, transferred to the Dunbar position. Susanna Holstein, Assistant Head of Children's Services, transferred to Elk Valley as Branch Librarian to replace Mrs. Turner. Julie Spiegler became the Head of Audiovisual Services Department.

- The Dental-Vision Employee Benefit Plan was rebid due to increased costs from the current vendor. As a result of this process a decision was made to implement a self-insured plan. This change should save at least $15,000 a year.

- Staff members Karen Arnett, Elizabeth Fraser, Alice Riecks and Board of Directors members Terry Fontalbert and Parker Smith visited the Westerville (Ohio) Public Library (WPL) in September. The purpose of the trip was to view the WPL computer technology which included a file server, CD-ROM server, Internet access, and a full image periodical database.

- Four staff members attended the Children's Literature Conference offered by Ohio State University in Columbus in February.

- Children's Services organized a day long workshop on Children's Reference presented by Dr. Brodie of Kent State University. Thirty-three Kanawha County Public Library staff members attended as well as 20 others including people from other libraries around the state and several Kanawha County School librarians. The workshop was organized by Patty Bergeron, Children's Branch Programmer.

- Four staff members attended a day long workshop on Children's Literature offered in Charleston by nationally known presenter Dr. Caroline Feller Bauer.

- Three staff members attended a technical services workshop on the OCLC Passport software. Attendance at this workshop has resulted in a more efficient handling of the cataloging and processing of audiovisual materials.

- Two KCPL staff members, Elizabeth Fraser and Terri McDougal, presented sessions at the State Conference of Read Aloud, West Virginia.

- Congratulations are in order for six KCPL staff members completing college degrees in May: Karen Duckwyler, Melissa Carr, C.D. Lucas, David Stone, Stephanie Watson and Stephanie Napier-Tyree.

Human Resources Management Highlights

- The Human Resources Department and the Automation Department collaborated and developed several databases to track various types of data for Human Resources such as staff training. This effort has resulted in discontinuing use of other commercial software saving several thousand dollars.

Automation Highlights

- A file and application server was installed at the Charleston Library in September. During the first two weeks of October, application software was installed on the server (Microsoft Office, Calendar Creator Plus, PageMaker) and network printers were configured. The server allows users to share programs as well as files and printers. It allows for users to store their files on the server, so that they can be accessed from any PC on the network. Output can be sent to any of seven networked printers. Files stored on the server can be shared with other staff, depending on the assigned security. File backups are done on a daily basis (Monday through Friday).

- Stephanie Napier-Tyree of the Automation Department worked with Kim Dankovich from the Reference Department in October to convert the Clubs and Organizations database to Microsoft Access with file server access. Customized reports were set up for staff use.

- Some progress was made in the implementation of the Infomine grant that the West Virginia Library Commission has received from the U.S. Department of Education. Karen Arnett, Sandy Frercks, and Stephanie Napier-Tyree attended Xyplex router training held at the West Virginia Library Commission in November. The same staff attended UNIX training at the Commission in February. The Xyplex router for Dunbar is in the process of being configured. UMI ProQuest software installation began occurring in May allowing access to periodical and newspaper information over the Internet.

- The Automation Department played an important role in KCPL meeting its goal of introducing public Internet access at the Charleston, Elk Valley and St. Albans libraries during National Library Week in April. To get ready for this event, equipment had to be ordered and configured, and staff trained in the use of Netscape. Sandy Frercks, Automation Technician, added color graphics and various type fonts to Web site listings submitted by various staff members for inclusion in the Internet notebooks. Steve Christo, Judy Duncan, Elizabeth Fraser, Susanna Holstein, Linda Miller, and Sandra Turner served on an Internet policy committee, chaired by Karen Arnett and produced a start-up Internet policy that is also included in the Internet notebook. Automation staff assisted in the setup of equipment and made presentations for several Internet programs for the public.

- Due to the increased demand at Clendenin for use of the existing computer terminals the number of computer terminals was increased.

Public Relations and Library Programming Highlights

- The Teacher's Packets were revised to include more information presented in a more readable style. One packet was sent to every public and private school teacher in Kanawha County in September. Packets included information on the Kanawha County Public Library system's hours, locations, and services and programs geared especially toward teachers and students.

- The annual Food for Thought, Food for Fines campaign was held again during the month of December. Co-sponsored by Capital Cablevision the Library system forgives fines if nonperishable food items or toiletries are donated. A total of 11,423 items were collected. This amount is almost identical to the number collected last year. The donated items are given to various food pantries and social service agencies in each of the communities the KCPL system operates in.

- Imagination Celebration had over 400 persons in attendance at the West Virginia Cultural Center Theatre. The storytellers Karen Vuranch and Marc and Cheryl Harshman were featured along with thirteen Write for Fright contest winners.

- Federal and State tax forms were displayed for patrons who rely on the Library system for those forms, particularly the specialized ones. Also in February and March tax help was made available at most library locations by VITA volunteers to those citizens who met the income requirements and by AARP volunteers for senior citizens.

- Each library location had attractive displays that celebrated Banned Books Week in September.

- Summer reading programs continued to be popular among patrons. The 1995 Children's Summer Reading program was entitled "Readin', Ropin', and Ridin.' A total of 2,572 children registered for the program. Those enrolled in the program read 43,385 books in eight weeks. The 1995 Young Adult Summer Reading program was "Wanted: Red Hot Readers ". A total of 278 teens enrolled in the program. One hundred fifty-six completed the program with a total of 2,697 books being read.

- A number of sessions of the Library Camp program were offered at the Dunbar, Elk Valley and St. Albans branches and the Charleston Children's Department at various times throughout the year. This is a four hour program for grades 4-6 which to teach children how to use the on-line catalog and various types of reference materials.

- The Annual Regatta Book Sale was held in late August with gross receipts of $15,400. This was the third year the sale was held at the Charleston Civic Center. Volunteers, including Job Corps students, Charleston Catholic High School students, and members of the Charleston Greenbrier Lions Club, assisted with the Book Sale.

- Library Update, KCPL's cable TV show, was aired 12 times during the year with a variety of community groups and KCPL staff participating in the interviews.

Public Relations and Library Programming Highlights (continued)

- The annual West Virginia Library Association Library Appreciation Dinner was held in February. A number of legislators attended as did a number of staff and local Advisory Board and KCPL Board members.

- Ron Cromer, herpetology specialist, presented "Snakes Alive!" a science program designed to provide information about the lives, habits and characteristics of reptiles, especially snakes. "Snakes Alive!" was presented at the Charleston, Cross Lanes and Marmet Libraries last July with over 1,250 in attendance.

- "Wolves" was another very popular program featuring the live appearances of wolves. The program was presented at several locations during June and July, including a presentation to over 225 adults and children at Charleston.

- The Bookmobile made a number of special appearances such as the Riverfest Parade in St. Albans in July; the Grand Feature Parade of the Regatta Festival in August; the Festival of Friends in Coonskin Park; and the parade for the Homecoming event in Marmet in May;

- The third annual VolunTEEN Fair was held at Kaufmann's Court in Town Center. This event organized by Kanawha County Public Library system invites other community organizations to join in soliciting teens to volunteer for various public service activities during the summer. This year 13 other organizations joined the KCPL system in this event. The Young Adult Committee is responsible for this very successful event.

- The Charleston Library held another very successful presentation of "Coal Camp Memories" by Karen Vuranch in March.

- The Children's Services staff coordinated finding readers and taping the "Book Nook" program for Kanawha County Schools from July through December.

- Cindy Miller, Public Relations Officer, and a small committee of staff members, developed the concept and worked on the design and purchase of a mascot for the library system. The mascot, Library Lynx, was introduced to the public in June and has had a very positive response particularly from children. This project was funded by proceeds from the Annual Book Sale.

- A group of VolunTEENS was trained in the presentation of puppet programs by Patty Bergeron. These Puppeteens did puppet programs at various Christmas Open Houses.

- An eight-minute video about the Library and its services and program to go along with the Library Know-how program was developed by the Public Relations Office. In addition approximately 15 Library Know-how presentations were made to a variety of community groups.

- The Sissonville Branch Library continued its tradition of having art displays by local artists throughout the year.

- A series of Small Business Seminars was held at the St. Albans Branch from September to February. This series was co-sponsored with the South Charleston Public Library.

- A small sampling of special programs that were very well attended include programs in honor of National Clown Week at Glasgow and Marmet, a puppet making workshop by the Children's Department, low fat cooking presented at Sissonville, and a program of animation techniques at Dunbar.

- An increased number of feature articles appeared in the local newspapers, such as an article on the Bookmobile in July, an article on a family using the Charleston Library in September, and a number of articles about the "Help Wanted USA" microfiche.

- When the Kanawha-Putnam Home Educators group visited the Charleston Library in September, 16 preschoolers were given a storytime, 37 students in grades 1-5 were given tours of AV and Children's, and 45 adults and students in grades 6 and up were given tours of AV and Reference. Terri McDougal, Head of the Children's Department, coordinated this visit.

- September was Library Card Sign-up Month and members of the KCPL system went to a number of schools to encourage signing up for library cards. Registration tables staffed with library personnel were at the open houses at Pinch and Shoals Elementary Schools and at the PTA meeting at Cross Lanes Elementary School and the PTO meetings at Point Harmony, Marmet and Piedmont Elementary Schools. Dunbar Branch staff members had a very successful day at Dunbar Junior High School, where they set up a table in the school library and had visits from each language arts class. In addition, the KCPL system had a table that evening at the PTO meeting. As a result 120 new cards were issued and 190 records of previous card holders were updated. Other Library Card Sign-up Month activities included registration tables at the post office and K-Mart in St. Albans.

- The Public Relations staff organized and coordinated KCPL's participation in events such as the Cavalcade of Trade, the Senior Expo and the Humanities Fair.

Public Relations and Library Programming Highlights (continued)

- Library staff members made a number of presentations of programs they developed: Alice Riecks, Cross Lanes Branch Librarian, presented "Focus on Fair Projects"; a number of locations offered sessions on how to use the on-line computer catalog; Terri McDougal, Head of Children's Services, presented "Too Many Books"; Linda Miller, Head of References Services, and Elizabeth Fraser, Assistant Head of Reference Services, offered their Term Paper Writing Workshop; and Olivia Bravo, Reference Librarian, did several sessions about the Career Collection.

Physical Plant and Equipment Highlights

- The new technology required the addition of expanded technological capabilities and hardware at Charleston, Elk Valley and St. Albans. The new FAX service and machines necessitated the addition of a second phone lines at the Cross Lanes, Elk Valley and Sissonville branches.

- A new circulation desk designed by Sandra Turner was locally built and installed in June at the Elk Valley Branch. This improved both the appearance of the library and the efficiency of staff.

- In August approximately 12 ranges of shelving collapsed in the storage area on the fourth floor of the Charleston Library. Tens of thousands of books were thrown to the floor. Through the extraordinary efforts of a number of staff members representing most of the Charleston Library departments the books were stored, put on book trucks and stored elsewhere, collapsed sections of shelving were removed, and new shelves installed in a relatively short period of time. Elizabeth Fraser, Assistant Head of Reference, managed this recovery project.

- A sunscreen was installed in the Control Room so that assigned staff members can provide better service to the public.

- Additional phone lines were installed at Sissonville, Cross Lanes, and Elk Valley Branch libraries. FAX service will be offered at those locations.

- The St. Albans Advisory Board purchased a multi-media personal computer for the Children's floor, along with a mini-tower for CD-ROM. The Board also purchased a printer for the first floor for Internet usage activities.

- A tremendous effort was put forward by the Maintenance and Janitorial staff members in dealing with a record breaking winter for snowfall. Their efforts kept to a minimum the number of days the KCPL system was closed this past winter because of inclement weather.

- The St. Albans second floor, including the Children's area and meeting room, had major repairs done to the heating and cooling ductwork.

- A building program was written and schematic plans drawn for the new Cross Lanes Branch Library were developed.

- An agreement was reached with Kanawha County Schools for the development of a joint high school library/public library branch at the planned Riverside High School. A building program was written and much work was done on the design of the facility in conjunction with the architect for the high school.

- Work was begun on reviewing the current use of space at the Charleston Library.

Grants, Sponsorships and Special Recognition

- Capital Cablevision provided financial support for printing and publicity materials for the "Food for Thought, Food for Fines" program.

- Many businesses contributed to the Summer Reading Program by supplying the Library system with prizes. Major contributors included: McJunkin Corporation, One Valley Bank and the Pepsi Cola Bottling Company.

- The Library' booth at the Cavalcade of Trade event was again underwritten by the Pepsi Cola Bottling Company.

- The Herscher Foundation awarded the Library a grant of $3,000 to assist with the purchase of the Circulating CD-ROM collection.

The Library Foundation of Kanawha County, Inc.

- The Library Foundation of Kanawha County completed its first twelve month fiscal year. Greater than 330 individuals, couples, families, and corporations have become members of the Library Friends Council. Renewals, repeat gifts, and increased giving by existing members, as well as new contributions made possible the completion of a $50,000 matching requirement to qualify for a $25,000 gift from an anonymous donor couple who are long-time library advocates and supporters. Gifts to this successful challenge effort were received in the form of cash, equity stocks, and appreciated property. Some donors used a pledge method during the year to make "payments" which permitted them to make a larger gift. The Library Foundation of Kanawha County seeks supplemental financial support for the Kanawha County Public Library system. New funds help finance advancement in automation technology, physical plant construction, and staff training and development.

- The Library Foundation organized a special fund raising auction event in March. Forty donors provided art and crafts, household decorations, books, jewelry, business services, music performances, and a weekend vacation get-away to **shhhhhBAM!** More than $15,000 was collected for The Library Foundation from the auction.

- During National Library Week, The Library Foundation of Kanawha County hosted the nationally-known, award winning author Nat Hentoff. Hentoff, recognized for his books on the First Amendment, Free Speech, music history and criticism, and fiction for young adults participated in a Civic Values Forum for adults and secondary students at the Dunbar Branch Library on April 20th; and the same evening was the featured speaker for "We've Got the Fire!", The Foundation's first gala fund raising event. One hundred fifty subscribers enjoyed the music of Charleston's Bob Thompson, catering by Wellington's and Hentoff's original address. Income from the event helped meet the Challenge Gift match.

- A request to Jackson & Kelly, Attorneys At Law, provided special corporate underwriting for the 1996 Summer Reading Programs (Children's and Young Adult) and the VolunTEEN program.

- The Bernard H. and Blanche E. Jacobson Foundation approved a $30,000 grant to the Cross Lanes Branch Library Building Fund.

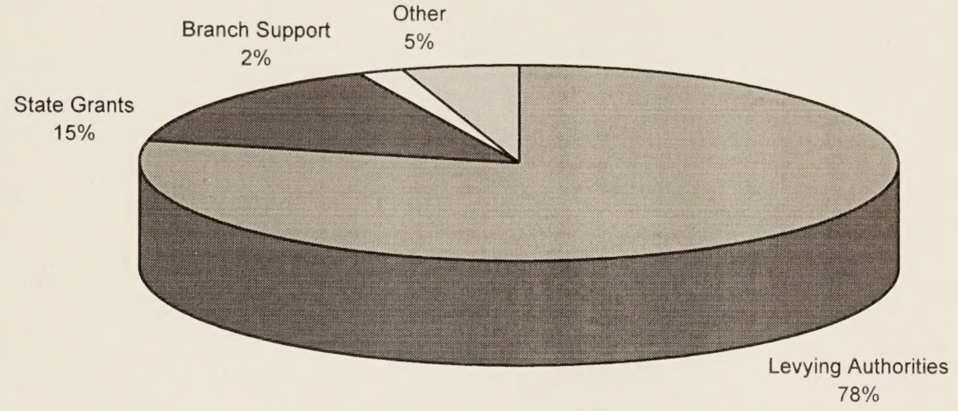
- The trustees of The Greater Kanawha Valley Foundation approved a one to two matching grant up to $50,000 for every dollar raised in the Cross Lanes community between April 1996 and June 1997 for the campaign to build and furnish a new branch to replace the existing pre-fabricated small facility.

- A pilot project to build Friends membership in branch communities was initiated at the Dunbar Branch. Dunbar residents have enthusiastically become members and supporters of the Library Friends Council. Beginning with an exciting open house in December and continuing on a fairly regular basis since then, people have joined and contributed.

KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FOR
FISCAL YEAR 1995/96

Levying Authorities	$3,724,363	78%
State Grants	$690,584	15%
Branch Support	$100,255	2%
Other	$235,000	5%
Total	$4,750,202	100%

Income 1995/96



Personnel	$3,158,028	66%
Library Materials	$695,000	15%
Operations	$897,174	19%
Total	$4,750,202	100%

Expenditures 1995/96